



# Seattle Human Services

**Equity • Support • Community**



# 2023 Home Delivered Meals Request for Qualification (RFQ)

Information Session Presentation



**Seattle**  
Human Services  
Equity • Support • Community

# Presentation Overview:

- Timeline and Highlights
- Who can apply?
- Model
- Participant Eligibility
- Priority and Focus Populations
- Expected Performance  
Commitments
- Staff Requirements and other  
requirements
- Proposal
- Budget Sheets and other required  
attachments
- Application
- Submission process
- Appeals
- Next steps
- Tips
- Questions?

# Timeline

| Activity                            | Timeline                           |
|-------------------------------------|------------------------------------|
| Funding Announcement                | March 1, 2023                      |
| Information Session #1              | March 8, 2023 (in person only)     |
| Information Session #2              | March 10, 2023 (virtual only)      |
| Last Day to Submit Questions to HSD | April 3, 2023 4:00 pm PDT          |
| Application Deadline                | April 12, 2023 12:00 pm (noon) PDT |
| Tentative Notification Date         | June 27, 2023                      |
| Contracts Start                     | January 1, 2024                    |

# RFQ Highlights

- Approximately \$2,394,879 is available
- Up to 3 proposals funded
- Must have at least 2 years of experience
- Must be able to deliver meals county-wide
- Contracts start Jan 1, 2024 (funding for 4 years)

# Who can apply?

- Applicant or fiscal agent must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant or fiscal agent must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant or fiscal agent must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- OR, Applicant or fiscal agent is a federally-recognized or Washington State-recognized Indian tribe.
- Or, If the applicant or fiscal agent is a public corporation, or other legal entity established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year

# Model

- Assessment and Enrollment
- Menus
- Meal Preparation
- Meal Ordering and Delivery
- Additional Services
- Meal Costs

\*[Nutrition Service Standards](#)

# Participant Eligibility

## Older Adult (60+), reside in King County

- Unable to leave home unassisted; and
- Unable to prepare meals for themselves; and
- Unable to perform one or more of the Activities of Daily Living (ADL) or Instrumental Activities of Daily Living (IADL) or has a behavioral or mental health condition that could result in premature institutionalization; and
- Lack informal support system.



# Priority Population

## Individuals:

- Residing in rural areas.
- With greatest economic need (with particular attention to low-income, Black, Indigenous, People of Color (BIPOC) individuals and older individuals residing in rural areas).
- With greatest social need (with particular attention to low-income, BIPOC individuals and older individuals residing in rural areas).
- With severe disabilities.
- With limited English proficiency.
- With Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals).
- At risk for institutional placement, specifically including survivors of the Holocaust.

# Focus Population

- BIPOC Older Adults
  - American Indian/Alaska Native
  - Asian
  - Black/African American/African Descent
  - Hispanic/Latinx
  - Native Hawaiian/Pacific Islander

# Expected Performance Commitments

- Quantity:
  - # of meals
  - # of unduplicated participants
- Quality:
  - Older adults receive nutritious meals
- Impact:
  - % of participants with increased food security as a result of the Home Delivered Meals

# Staff Requirements

- Nutrition Director
- Registered Dietitian Nutritionist (RDN)
- Access to a Certified Food Protection Manager (CFPM)
- Adequate staff to deliver service

# Other Requirements

- Basic enrollment information must be collected for all participants.
- All data must be entered into GetCare, a state data system.
- Applicants must be able to collect and report participant-level data.
- Nutrition Risk Screening must be offered to all participants.

# Proposal

| Section                                 | Point Value |
|---|-------------|
| Proposal Description                    | 55 Points   |
| Capacity and Experience                 | 20 Points   |
| Partnerships and Collaboration          | 10 Points   |
| Food System and Commitment to Community | 30 Points   |
| Budget and Leveraging                   | 15 Points   |
| Total                                   | 130 Points  |

# Budget Sheets

- Proposal Budget
- Personnel Detail Budget
- Meal Cost Worksheet

Submit excel workbook

# Meal Cost Worksheet

- Base Costs:
  - Labor
  - Fringe benefits
  - Office supplies
  - Rent
  - Contractual Employment/Other Services
  - Travel
  - Insurance
  - Utilities
  - Other expenses
  - Indirect costs
- Unit Costs:
  - Food
  - Supplies
  - Other



# Meal Cost Worksheet - Match

- Match (Volunteer Hours)
- Match (Other)

# Summary of Proposal Deliverables

- Geographic Sub-Region
- # of meals
- % of Total Meals
- # of Participants (Unduplicated)
- % of Total Participants

# Application

- Signed Application Cover Sheet (Attachment 2)
- Narrative Response (12 page limit)
- Proposal Budget (Attachment 3), in excel
- Proposal Personnel Detail Budget (Attachment 4), in excel
- Meal Cost Worksheet (Attachment 5), in excel
- Nutrient analysis for at least 10 meals, including analysis for Medically Tailored Meals, as applicable.
- Summary of Proposal Deliverables (Attachment 6)

# Application Continued

If you are proposing:

- New service: start-up timeline.
- Significant collaboration with another agency: signed letter of intent from that agency's Director or authorized representative.
- Fiscal sponsorship: signed letter of agreement from that agency's Director or authorized representative.

# Application Submission

- Applications can be submitted via online portal or email (either one, not both)
- No faxed, mailed or in-person submissions
- Applications must be complete and on-time. HSD is not responsible for ensuring that applications are received by the deadline.
- Applications due: April 12, 2023 by 12:00 p.m. (noon) PDT

# How to Submit Your Application – Online

- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>

Upload your application early in case you have an issue with your internet connectivity

- Not an online application – can't save your work
  - Upload files up to a maximum of 100 MB
  - Accepts: .pdf .doc .docx .rtf .xls .xlsx
  - System automatically sends a confirmation to your email
- Trouble with portal, email:

[HSD RFP RFQ Email Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)

# How to Submit Your Application – Email

- Email: [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)
- Email attachments are limited to 30 MB
- Subject heading must be titled: 2023 Home Delivered Meals RFQ
- Any risks associated with submitting a proposal by email are borne by the applicant
- Applicants will receive an email acknowledging receipt of their application

# What happens after applications are submitted?

- Rating committee reviews written applications
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified



# Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
  - Violation of policies outlined in the HSD Funding Process Manual
  - Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity
- Appeals Deadlines:
  - must be received within 4 business days from the date of written award/denial status
  - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.

# If awarded

- The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the applicant's CFO, Finance Officer, or Board Treasurer.
- The most recent audit report.
- The most recent fiscal year-ending Form 990 report.
- A current certificate of commercial liability insurance (if awarded, the applicant's insurance must conform to General Terms and Conditions Agreement requirements at the start of the contract).
- Current verification of nonprofit status or evidence of incorporation or status as a legal entity. You must have a federal tax identification number/employer identification number.
- Proof of federally approved indirect rate, if applicable.

# Tips

- Be specific and answer all parts of the questions
- Look at the rating criteria
- Double check your budget numbers (use Excel template)
- Have someone review your application
- Start early and allow lots of time for submission process
- Submit all required attachments
- Do not submit any materials not requested with your application
- Check website regularly as updates and changes could be made

# Questions

- Send RFQ questions to: [Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)
- All Q&A will be posted on HSD Funding Opportunity webpage (within 5 business days)
- Only written answers are official responses
- Deadline to receive questions: April 3, 2023 by 4:00 pm PDT

# <https://www.seattle.gov/human-services/for-providers/funding-opportunities/2023-home-delivered-meals-rfq>

## Human Services

[Find Help Now](#)[Latest News](#) ▼[Services and Resources](#) ▼ [For Providers](#) ▼ [Reports and Data](#) ▼[Home](#) > [For Providers](#) > [Funding Opportunities](#) ▼

## 2023 Home-Delivered Meals RFQ

The Aging and Disability Services Division of the City of Seattle Human Services Department (HSD) seeks applications from a diverse group of agencies interested in helping older adults maintain their quality of life and age in place.

The Home-Delivered Meals Program provides meals to older adults who are unable to leave their home unassisted, unable to prepare meals for themselves, and do not have a social support system to help them.

**Approximately \$2,394,879 is available through this RFQ** from the following sources: \$1,290,013 in [Older Americans Act](#) [funds](#), \$418,256 in Washington State funds, \$292,106 in [Nutrition Services Incentive Program](#) [funds](#) and \$394,504 in HSD General Fund dollars.

HSD intends to fund a maximum of three (3) proposals for home-delivered meals. Initial awards will be made for the period of January 1, 2024 - December 31, 2024. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year, future funding will be contingent upon performance and funding availability.

### RFQ Materials

[Home Delivered Meals RFQ Cover Letter](#) [PDF](#)[Home Delivered Meals RFQ Guidelines & Application](#) [PDF](#)[Home Delivered Meals RFQ Guidelines & Application](#) [Word](#)[Home Delivered Meals RFQ Theory of Change](#) [PDF](#)[Home Delivered Meals RFQ Cost Worksheet](#) [Excel](#)

**Questions?** Please email Angela Miyamoto:

[Angela.Miyamoto@seattle.gov](mailto:Angela.Miyamoto@seattle.gov)