

2023 FARM TO PRESCHOOL PROGRAM COORDINATION AND FOOD PROCUREMENT REQUEST FOR QUALIFICATIONS (RFQ) APPLICATION

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFQ and may include any clarifying information requested by HSD. Answer each question completely. Do not include any materials not requested with your application. Submit applications via HSD Online Submissions System at <http://web6.seattle.gov/hsd/rfi/index.aspx> **OR** Email to HSD_RFP_RFQ_Email_Submissions@seattle.gov. Applications that do not follow the required format may lose points. *Late or incomplete proposals will not be accepted or reviewed for funding consideration.* **Complete application packets are due by 12:00 p.m. on Friday, March 10, 2023.**

Required format for written application:

- Typed and formatted to letter-size (8 ½ x 11-inch) document.
- One-inch margins, single spacing, and size 11-point font.
- Do not exceed a total of four (4) pages for each component. If you are applying for both components, answer each section completely not exceeding six (6) pages in total. Requested attachments will not count towards the page limit.

The RFQ Guidelines is a separate document that provides background on HSD's guiding principles and Results-Based Accountability framework, and an overview of the RFQ program requirements. [HSD's Funding Opportunities webpage](#) provides additional information on proprietary and confidential information, agency eligibility, data collection and reporting, contracting, appeals, expectations for culturally responsive services, [Theory of Change](#), and the process for selecting successful applications.

PROPOSAL NARRATIVE & RATING CRITERIA

Applicants may apply for Component One: Program Coordination, Component Two: Food Procurement and Stipend Management, or both.

The application contains individual and shared sections. Applicants must complete component-specific section(s) based on service focus in addition to the shared section. If applying for both components, complete both component-specific sections plus the shared section.

Answer each section completely. Proposals will be evaluated against the rating criteria listed next to each section of questions. Highly rated proposals will describe how the agency will meet **all** rating criteria.

For any questions, contact:

Funding Process Coordinators:

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APPLICATION COMPONENT- SPECIFIC QUESTIONS

COMPONENT ONE: PROGRAM COORDINATION

Respond to this section if you are applying for Program Coordination

SECTION ONE: PROGRAM DESCRIPTION:	RATING CRITERIA	POINTS: 30
<p>1a. Describe your experience developing and maintaining relationships with preschool programs or similar community groups and convening stakeholder meetings. How were you responsive to the needs of multiple stakeholders who are part of a program? If your agency has no experience working with multiple stakeholders, describe how you would work with them.</p> <p>1b. Describe your work with key partners and how you build accountability and flexibility to addresses systemic changes.</p> <p>1c. What challenges does your program face and how did you overcome them including COVID-19, inflation, and others? If a new program, what challenges does your program foresee and how will you overcome them?</p>	<ul style="list-style-type: none"> • Applicant demonstrates a thorough description of experience working with multiple stakeholders to maintain and address program needs or describes how applicant will work with multiple stakeholders if a new program. (10 points) • Applicant describes how the program will work with key partners to build flexibility and accountability to address systemic changes. (10 points) • Applicant describes how COVID-19, inflation and other challenges have affected operations, or will affect operations if a new program, and proposes solutions to addressing challenges. (10 points) 	

SECTION TWO: FOOD JUSTICE AND FOOD EQUITY	RATING CRITERIA	POINTS: 30
<p>2a. Describe how your program builds a leadership structure that centers decision making on those structurally excluded from the food system.</p> <p>2b. Describe how your leadership and program coordination will reduce food insecurity and racial and health disparities among preschool children and their families?</p> <p>2c. Why are food justice and food access vital to your agency and the work you do?</p>	<ul style="list-style-type: none"> • Applicant describes how the program has built a leadership structure to center decision making. (10 points) • Applicant describes how their role will reduce food insecurity and racial and health disparities among preschool children and their families. (10 points) • Applicant describes the program’s food justice and food access values, and how these are connected to the work they do. (10 points) 	

COMPONENT TWO: PROCUREMENT AND STIPEND MANAGEMENT

Respond to this section if you are applying for Food Procurement and Stipend Management

SECTION ONE: PROGRAM DESCRIPTION	RATING CRITERIA	POINTS: 30
<p>1a. Describe your experience implementing a food ordering and delivery system that provides affordable, nutritious, and culturally relevant food from farms to preschools or similar sites. Include description of food safety protocols, sustainable practices, locations, times, days of the week, etc. How are your services and systems used and by whom, and what outcomes are achieved? If your agency has no experience delivering the service, describe any related experience.</p> <p>1b. Describe your experience working with local farmers, farmers who identify as BIPOC (Black, Indigenous, and People of Color), immigrant and refugees, women, LGBTQ, and tribal farmers. How do you build trust and maintain relationships with farmers? How do you adjust your programming based on small to medium size farmers?</p> <p>1c. What challenges does your program face and how did you overcome them including COVID-19, inflation, and others? If a new program, what challenges does your program foresee and how will you overcome them?</p>	<ul style="list-style-type: none"> • Applicant presents a thorough description of the new or existing program outlining delivery system, culturally relevant food, food safety protocols, and sustainable practices. Applicant describes outcomes achieved with intended services. (10 points) • Applicant describes experience building relationships and trust with farmers coming from various racial backgrounds as well as farm sizes. (10 points) • Applicant describes how COVID-19, inflation and other challenges have affected operations, or will affect operations if a new program and proposes solutions to addressing challenges. (10 points) 	

SECTION TWO: FOOD JUSTICE AND FOOD EQUITY	RATING CRITERIA	POINTS: 30
<p>2a. Describe how your program builds a leadership structure that centers decision making by those structurally excluded from the food system.</p> <p>2b. Describe how your program develops an equitable supply chain where small farms identifying as farmers of color have more opportunities to grow on their own land and enhance economic stability and prosperity.</p> <p>2c. How will your program reduce food insecurity and racial and health disparities among preschool children and their families?</p> <p>2d. Why are food justice and food access vital to your agency and the work you do?</p>	<ul style="list-style-type: none"> • Applicant describes how the program has built a leadership structure to center decision making. (10 points) • Applicant describes how the program does or will develop an equitable supply chain to enhance opportunities for farmers of color. (10 points) • Applicant describes how the program will reduce food insecurity and racial and health disparities. (5 points) • Applicant describes the program’s food justice and food access values, and how these are connected to the RFQ. (5 points) 	

APPLICATION SHARED QUESTIONS- ALL APPLICANTS TO COMPLETE

SECTION THREE: AGENCY CAPACITY AND EXPERIENCE	RATING CRITERIA	POINTS: 20
<p>3a. What makes you an exceptionally qualified applicant for the Farm to Preschool Program Coordination and Food Procurement RFQ?</p> <p>3b. Describe the key staff who have the primary responsibility for ensuring program implementation. How are these staff uniquely qualified (i.e., experience, cultural and linguistic competency, etc.) to implement services? Describe your plan to staff these positions if you do not yet have the staff in place. Complete the Proposed Personnel Detail Budget (Attachment 4). Budget worksheets will not be counted toward the maximum page limit.</p> <p>3c. If partnerships are a part of your program model: Name the partners in this arrangement. How did you build trust in these relationships? Explain the roles and responsibilities of the various partners. What outcomes were you able to achieve from your partnerships? If no partnerships are involved, how will your program build them?</p>	<ul style="list-style-type: none"> • Applicant fully describes and justifies what makes them exceptionally qualified. (10 points) • Applicant describes processes to maintain or hire quality staff who have the cultural and linguistic competency to implement program. (5 points) • Applicant describes effective partnerships and collaboration that enhance service quality, minimize duplication, and describes successful outcomes achieved, or how will the program build partnerships. (5 points) 	

SECTION FOUR: DATA AND BUDGET	RATING CRITERIA	POINTS: 20
<p>4a. Describe how RFQ funds will be used and identify other resources, including additional funding, that will be used to support farmers and preschool children served by this program.</p> <p>4b. Describe your agency’s ability to address changes in funding, staffing, community needs, board, or changes to leadership. Describe your agency’s ability to continue services if funding no longer becomes available from HSD’s Youth and Family Empowerment Division.</p> <p>4c. Complete the Proposed Program Budget (Attachment 3). Budget worksheets will not count towards the page limit. The costs reflected in this budget should be for the intended program only, not your total agency budget.</p> <p>4d. Describe your agency’s experience with data management: collecting, storing, and analyzing client information and program activities. What is your technical capacity for tracking client information and producing reports?</p>	<ul style="list-style-type: none"> • Applicant identifies other resources to be used for this program and confirms that these funds are sustainable. (5 points) • Applicant demonstrates ability to adapt to changes in funds and community needs. (5 points) • Costs are reasonable and appropriate given the nature of the service, the priority population(s) and focus population(s), the proposed level of service, and the proposed outcomes. (5 points) • Applicant demonstrates an understanding of and capacity for data management and reporting. (5 points) 	

APPLICATION SCORING:

	COMPONENT:	PROPOSAL NARRATIVE	SCORE	TOTAL
Complete based on the component for which you are seeking funding. 4-page limit	1) Program Coordination	1. Program Description	30	60
		2. Food Justice and Food Equity	30	
If applying for both Component One and Component Two, 6- page limit	2) Food procurement and Stipend Management	1. Program Description	30	60
		2. Food Justice and Food Equity	30	
<u>All</u> applicants to complete shared narrative		3. Capacity and Experience	20	40
		4. Data and Budget	20	

COMPONENT ONE- TOTAL POINTS: 100

COMPONENT TWO- TOTAL POINTS: 100

IF APPLYING FOR BOTH COMPONENTS, TOTAL POINTS: 160