



**Seattle**  
Human Services

**2023 Seattle Farm to Preschool Program  
Coordination and Food Procurement  
Request For Qualifications (RFQ)**

**January 30, 2023**

# Contents

- GUIDELINES..... 3**
- INTRODUCTION ..... 3**
- TIMELINE\* ..... 4**
- INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS ..... 5**
  - A. Overview of Investment Area .....5
  - B. Service/Program Model.....6
  - C. Program Requirements.....6
  - D. Priority Population and Focus Population .....6
  - E. Expected Service Components .....7
  - F. Expected Performance Commitments.....8
  - G. Description of Key Staff and Staffing Level .....8
  - H. Farm to Preschool Program Coordination and Food Procurement Specific Eligibility, Data, and Contracting Requirements:.....9
- 2023 FARM TO PRESCHOOL PROGRAM COORDINATION AND FOOD PROCUREMENT REQUEST FOR QUALIFICATIONS (RFQ) APPLICATION..... 10**
- HOW TO COMPLETE THE APPLICATION ..... 10**
  - APPLICATION COMPONENT- SPECIFIC QUESTIONS.....11
  - COMPONENT ONE: PROGRAM COORDINATION .....11
  - COMPONENT TWO: PROCUREMENT AND STIPEND MANAGEMENT .....12
  - APPLICATION SHARED QUESTIONS- ALL APPLICANTS TO COMPLETE .....13
  - APPLICATION SCORING: .....14
- COMPLETED APPLICATION REQUIREMENTS ..... 15**
- Application Submittal ..... 15**
  - Attachment 1- Application Checklist.....17
  - Attachment 2 - Application Cover Sheet.....18
  - Attachment 3 - Proposed Program Budget .....20
  - Attachment 4 - Proposed Personnel Detail Budget .....22

**Funding Process Coordinators:**

Pamela Maskara  
[pamela.maskara@seattle.gov](mailto:pamela.maskara@seattle.gov)

Janelle Jackson  
[janelle.jackson@seattle.gov](mailto:janelle.jackson@seattle.gov)

## GUIDELINES

---

### **INTRODUCTION**

The [Youth and Family Empowerment \(YFE\)](#) Division of the [City of Seattle Human Services Department \(HSD\)](#) is seeking applications from agencies interested in program coordination and food procurement for the [Seattle Farm to Preschool Program](#) (formerly known as Seattle Farm to Table). This Request for Qualifications (RFQ) is competitive and open to any legally constituted entities meeting [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in these guidelines.

This **2023 Seattle Farm to Preschool Program Coordination and Food Procurement RFQ** will increase food access for low-income and Black, Indigenous, and People of Color (BIPOC) children and families who are part of the [Seattle Preschool Program](#) through two (2) program components:

**Component One: Program Coordination** - The selected agency will provide leadership and coordination to partner agencies that are part of the [Seattle Farm to Preschool Program](#) including but not limited to nutrition education providers, family food bag providers, and participating preschool programs to build relationships, increase communication, coordinate program logistics, support data collection, and strategically plan.

**Component Two: Food Procurement and Program Stipend Management** - The selected agency will assist participating preschool programs in procuring local, culturally relevant food from regional farmers with a focus on BIPOC, immigrant and refugee, women, lesbian, gay, bisexual, transgender, queer or questioning (LGBTQ), and tribal-owned farms. The selected agency will also manage preschool program stipends to purchase local, culturally relevant food from regional farmers in approximately [50 preschool programs](#) across the City of Seattle serving an estimated 1,500 children ages 3-5 years old.

Applicants may apply for one or both program components. Funded agencies in both program components will be required to participate in a community-based program evaluation designed by program participants and facilitated by a community-based evaluator.

### **FUNDING AMOUNT**

Approximately **\$282,656** in Sweetened Beverage Tax (SBT) funding is available through this RFQ.

***Note:** Approximately 35% of the total funding will be allocated to Component One: Program Coordination, and 65% to Component Two: Food Procurement and Program Stipend Management.*

### **FUNDING INFORMATION**

Initial awards will be made for the contract period of January 1 to December 31, 2024. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2026 program year, future funding will be contingent upon performance and funding availability.

All materials and updates to the Request for Qualifications are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for any updates, clarifications, or amendments.

HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by HSD for information or participation throughout the selection process.

Please contact Funding Process Coordinators, Pamela Maskara, at [pamela.maskara@seattle.gov](mailto:pamela.maskara@seattle.gov) or Janelle Jackson, at [janelle.jackson@seattle.gov](mailto:janelle.jackson@seattle.gov) if you have any questions about the Seattle to Farm to Preschool Program Coordination and Food Procurement RFQ or would like to request an accommodation.

**NUMBER OF AWARDS**

HSD intends to fund up to two (2) proposals in total for both program components. For collaborative proposals, only the agency identified as the lead should apply. If your agency is also listed as a partner in another agency’s application, the services provided, and budget requested, should be clearly defined and not duplicative. The Funding Process Coordinator may request additional information or ask clarifying questions related to the proposal.

**TIMELINE\***

<b>Date</b>	<b>Time</b>	<b>Activity</b>
<b>Monday, January 30, 2023</b>		HSD Funding Opportunity Released: <a href="https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities">https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities</a>
<b>Friday, February 10, 2023</b>	<b>2:00- 3:30 p.m. PST</b>	Information Session (Recommended) Join meeting <a href="#">here</a> or via <a href="#">Microsoft Teams</a> , <b>Meeting ID: 296 869 917 88, Passcode: W9xv3x</b> Call <a href="tel:+12066868357768727887">+1 206-686-8357,768727887#</a> Phone Conference ID: 768 727 887# For Information Session technical assistance please contact Tan Mei Teo at <a href="mailto:Tan-Mei.Teo@seattle.gov">Tan-Mei.Teo@seattle.gov</a>
<b>Monday, February 27, 2023</b>	<b>4:00 p.m. PST</b>	Last Day to Submit Questions
<b>Friday, March 10, 2023</b>	<b>12:00 p.m. PST</b>	<b>Applications Due (Electronic submissions only)</b> HSD online submission system: <a href="http://web6.seattle.gov/hsd/rfi/index.aspx">http://web6.seattle.gov/hsd/rfi/index.aspx</a> <b>OR</b> to: Email: <a href="mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov">HSD_RFP_RFQ_Email_Submissions@seattle.gov</a>
<b>Week of April 10, 2023</b>	<b>4:00 p.m. PST</b>	<b>Clarification Questions from Proposals</b>
<b>Week of June 12, 2023</b>	<b>4:00 p.m. PST</b>	<b>Planned Award Notification</b>
<b>January 1, 2024</b>		New Contracts Start

\*HSD reserves the right to change any dates in the Request for Qualification timeline.

**Online - Information Session**

HSD will offer one webinar information session, which will be recorded and made available on [HSD’s Funding Opportunities webpage](#). Any agency interested in learning more about this RFQ is encouraged to attend the session and ask questions. Attendance is not required.

**Clarifying Questions**

In lieu of interviews, applicants will have the opportunity to respond to questions identified by the rating committee. Clarifying questions will only refer to information on budget, operations, or inconsistencies in the application submitted. The RFQ Coordinator will reach out to the individual identified as the Agency Primary Contact in the Proposal Cover Sheet (Attachment 2) based on the questions received by the rating committee.

Each applicant can provide a written response submitted via email within three (3) business days from when the clarifying questions were emailed to the agency. The written responses become an official document and will be attached to the application. Late written responses will not be reviewed.

## **INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS**

### **A. Overview of Investment Area**

In 2010, [the Seattle Farm to Table](#) partnership was formed to make local food more affordable to Seattle-based home-delivered meal programs, senior congregate programs, and childcare centers.

Over the last 12 years, the childcare portion, now called the [Seattle Farm to Preschool Program](#), has expanded its holistic approach, encouraging children from early age to connect to food of their cultures and their local regions. This approach includes educational outreach in classrooms, food access to families through take home food bags, and relationship building between farmers and children. There has been a focused effort to increase food equity by prioritizing food purchases from BIPOC, immigrant and refugee, women, LGBTQ, and tribal-owned farmers.

In 2017, Seattle's Sweetened Beverage Tax (SBT) was established by Seattle City Council [Ordinance 125324](#) to improve the health of Seattle residents by reducing the consumption of sugar-sweetened beverages. This tax now almost fully funds Seattle Farm to Preschool. See the [Sweetened Beverage Tax Guiding principles](#) and the [Farm to Table guiding principles](#).

Access to nutritious and culturally relevant food remains an increasing need, especially as Seattle becomes more diverse. Seattle has grown its population by 21% in the last 10 years according to the 2021 U.S Census Bureau. Asian and Hispanic populations have rapidly grown in urban areas, and the region's growth is among the fastest in the nation.<sup>1</sup>

In addition, recent rising food costs due to price inflation have contributed to increased food disparities among Seattle residents. According to the October 2022 Bureau of Labor Statistics Consumer Price Index report for Seattle, inflation increased more than 8% from 2021. Food prices jumped 10.3% from the previous year.<sup>2</sup> According to Public Health -- Seattle & King County data, Black and Hispanic households are twice as likely to experience food insecurity than White households. Southeast Seattle households have higher rates of food insecurity compared to other neighborhoods in Seattle.<sup>3</sup>

Seattle Farm to Preschool currently supports approximately [50 preschool sites](#) across Seattle in partnership with the [City of Seattle Department of Education and Early Learning \(DEEL\)](#). At least 90% of participating Seattle Preschool Program schools are serving BIPOC children from low to very low-income households.

In addition to increasing food access for preschool children and their families, this RFQ is focused on building an equitable food system by supporting farmers with resources to improve production, facilitate supply chain development, and create opportunities for growers of color to build a more resilient food system. Removing barriers for small-size farmers that enable them to focus on growing food and their businesses were identified as needs by the farmers participating in 2020 Farm to Preschool focus groups through the Vida Agency.<sup>4</sup>

---

<sup>1</sup> Seattle grew by more than 100,000 people in past 10 years. The Seattle Times, August 2021 [Seattle grew by more than 100,000 people in past 10 years, King County population booms, diversifies, new census data shows | The Seattle Times](#)

<sup>2</sup> U.S Bureau of Labor Statistics. Western Information Office. Consumer Price Index, West Region- August 2022. [Consumer Price Index, West Region — August 2022 : Western Information Office : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

<sup>3</sup> Economic, social, and overall health impacts. Food insecurity. Seattle & King County Public Health. [Food insecurity impacts - King County](#)

<sup>4</sup> Farm to Table Research Report. Farmstand Local Foods. February 2021.

According to the School of Public Health at the University of Washington, most farmers in Washington State are White, with just 4% of farmers across the state identifying as a non-White race including American Indian/Alaskan Native, Asian, Black or African American, and Native Hawaiian/ Pacific Islander or multiple races. 5% of farmers identify as Hispanic. Farmers in Washington are 42% female and 13% military veterans.<sup>5</sup>

## B. Service/Program Model

This RFQ will fund two (2) program components:

**Component One: Program Coordination** - The selected agency will provide leadership and coordination to partner agencies that are part of the [Seattle Farm to Preschool Program](#) including but not limited to nutrition education providers, family food bag providers, and participating preschool programs to build relationships, increase communication, coordinate program logistics, support data collection, and strategically plan.

**Component Two: Food Procurement and Program Stipend Management** - The selected agency will assist participating preschool programs in procuring local, culturally relevant food from regional farmers with a focus on BIPOC, immigrant and refugee, women, LGBTQ, and tribal-owned farms. The selected agency will also manage preschool program stipends to purchase local, culturally relevant food from regional farmers in approximately [50 preschool programs](#) across the City of Seattle serving an estimated 1,500 children ages 3-5 years old.

*Note: [Seattle Preschool Programs](#) participating in the Seattle Farm to Preschool program shall serve:*

- City of Seattle residents
- City of Seattle preschool programs serving more than 50% low-income children of color (below 350% of Federal Poverty Level) are prioritized for Seattle Farm to Preschool
- Seattle Preschool Programs contracting with the [Department of Education and Early Learning \(DEEL\)](#) voluntarily participate in the Seattle Farm to Preschool Program.

## C. Program Requirements

Services must be provided to Seattle Preschool Programs participating in the Seattle Farm to Preschool Program.

## D. Priority Population and Focus Population

### 1. Priority Populations

Priority populations are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a core impact in common (homelessness, mental health, violence involved, etc.). The priority populations for this investment opportunity are **low-income Seattle children and families**.

### 2. Focus Populations

Focus populations are identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the data provided, focus population(s) for this investment opportunity are:

- **American Indian/Alaskan Native**
- **Asian**
- **Black/African American**

---

<sup>5</sup> [The State of Washington State Food System During COVID-19 Report, School of Public Health Center for Public Health Nutrition, University of Washington.](#)

- **Hispanic/Latinx**
- **Native Hawaiian/Pacific Islander**

*Priority populations* and *focus populations* for this funding are based on HSD's Results-Based Accountability framework and ensure that the department's investments are dedicated to addressing disparities in the population.

For this investment, preschool children and families are identified participants of the Seattle Preschool Program and meet above focus population priorities. Focus populations for farmers are identified above. Applicants should demonstrate an intention and plan to address the disparities associated with the focus populations. Proposals that clearly describe a plan to address significant needs among other populations will also be considered. To review the full Theory of Change, click [here](#).

## **E. Expected Service Components**

The awarded applicant(s) will be expected to implement the following activities as part of the Seattle Farm to Preschool Program based on the program component(s) (one or two) to which you are applying. If applying for both components, all activities will be expected to be implemented:

### **Component One: Program Coordination**

Convene a group of stakeholders to build relationships and support program coordination, strategic planning, and evaluation:

The selected agency will convene and facilitate meetings with a group of stakeholders that include nutrition education providers, family food bag providers, and participating preschool programs to build relationships, increase communication, coordinate program logistics, and conduct short, medium, and long-term strategic planning. The selected agency will also support data collection and partner with a program evaluator for all Seattle Preschool Farm to Table program components – food procurement, nutrition education, and family food bags - as well as maintaining relationships with the Human Services Department (HSD) and the Department of Education and Early Learning (DEEL).

### **Component Two: Food Procurement and Program Stipend Management**

Assist preschool sites in ordering food from local farmers:

Build long-term relationships between farmers and preschool programs. Assist participating Seattle Preschool programs to purchase affordable, nutritious, culturally relevant food from local farmers who identify as BIPOC, immigrant and refugee's farmland owners, women, LGBTQ, and/or tribal owners and operators.

Deliver food to the preschool programs:

Manage a food ordering and delivery system from farms to preschool sites to ensure sites have regular access to healthy and nutritious food throughout the year. This system will be maintained by the selected agency and will be responsive to preschool programs' needs. An online system is preferred.

Connecting preschool programs with local farmers for learning opportunities:

Coordinate learning opportunities including but not limited to farm field trips, educational materials, videos, and other activities for children to learn and engage with local farmers.

Focus on procuring food from Washington State farmers who are owned and operated by farmers of color, immigrant and refugees, and women:

Build strong relationships and procure food from local farmers who identify as BIPOC, immigrant and refugee, women, LGBTQ, and/or tribal farmland owners. The food procurement agency will maintain

pre-season purchase agreements with local farmers to increase economic opportunities for farmers by providing culturally relevant and nutritious food.

Manage stipends for the preschool programs:

Manage preschool program stipends to purchase food from local farmers.

**F. Expected Performance Commitments**

Quantity, quality, and impact measures may include, but are not limited to:

**Component One: Program Coordination**

**Quantity**

- Number of stakeholder meetings.
- Number of unduplicated individuals, by race and ethnicity, served by preschool programs.

**Quality**

- Percentage of agency partners and community members that participate in the program.
- Number of agency partners and community members in the program design.
- Number of partner farmers owned and operated by BIPOC, immigrant and refugee, women, LGBTQ, and tribal farmers.

**Impact**

- Percentage of participants served who have increased access to local fruits and vegetables.
- Number of children who increase knowledge of local fruits and vegetables.

**Component Two: Food Procurement and Program Stipend Management:**

**Quantity**

- Number of Seattle preschool sites receiving food orders.
- Number of partner farmers owned and operated by BIPOC, immigrant and refugee, women, LGBTQ, and tribal farmers.
- Number of BIPOC, immigrant and refugees, women, LGBTQ, and/or tribal farmers engaged with pre-season purchase agreements.
- Number of farmers who are from Washington State, Snohomish, King and/or Pierce counties.

**Quality**

- Percentage of total farmers supplying food who identify as BIPOC, immigrant and refugee, women, LGBTQ, and/or tribal owned farmers.
- Percentage of contract funds going toward BIPOC farmers.

**Impact**

- Percentage of participants served who have increased access to local fruits and vegetables.
- Percentage of BIPOC, immigrant and refugee, women, LGBTQ, and/or tribal farmers who report increased economic opportunities.
- Number of children who increase knowledge of local fruits and vegetables.

**G. Description of Key Staff and Staffing Level**

Agencies should have 1) an adequate number of personnel who represent the cultural and linguistic competency to work with the community served to assure satisfactory program performance; 2) experience managing a food ordering and delivery system from farms to preschool sites or similar programs; 3) experience creating



partnerships between farmers and consumers; and 4) understanding and commitment to food justice; 5) experience developing partnerships to increase food access.

#### **H. Farm to Preschool Program Coordination and Food Procurement Specific Eligibility, Data, and Contracting Requirements:**

In addition to the [HSD Agency Minimum Eligibility Requirements](#), agencies must also adhere the following criteria:

- **Data Collection and Evaluation**  
All funded agencies will participate in a program evaluation process to share best practices, develop data metrics, and identify measuring tools with a community-based external evaluator.
- **City Reimbursement**  
All funded agencies will meet program expenses in advance of reimbursement from HSD.
- **Fiscal Sponsor**  
If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the 4-page per component limit. The HSD fiscal sponsor requirements can be found here: [https://www.seattle.gov/Documents/Departments/HumanServices/Funding/HSD-Fiscal-Sponsor-Requirements\\_v6\\_2021.pdf](https://www.seattle.gov/Documents/Departments/HumanServices/Funding/HSD-Fiscal-Sponsor-Requirements_v6_2021.pdf)

For any questions, contact:

#### **Funding Process Coordinators:**

Pamela Maskara  
[pamela.maskara@seattle.gov](mailto:pamela.maskara@seattle.gov)

Janelle Jackson  
[janelle.jackson@seattle.gov](mailto:janelle.jackson@seattle.gov)

## 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](mailto: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:**

Pamela Maskara

[pamela.maskara@seattle.gov](mailto:pamela.maskara@seattle.gov)

Janelle Jackson

[janelle.jackson@seattle.gov](mailto:janelle.jackson@seattle.gov)

## 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"> <li>• 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. <b>(10 points)</b></li> <li>• Applicant describes how the program will work with key partners to build flexibility and accountability to address systemic changes. <b>(10 points)</b></li> <li>• 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. <b>(10 points)</b></li> </ul>	

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"> <li>• Applicant describes how the program has built a leadership structure to center decision making. <b>(10 points)</b></li> <li>• Applicant describes how their role will reduce food insecurity and racial and health disparities among preschool children and their families. <b>(10 points)</b></li> <li>• Applicant describes the program’s food justice and food access values, and how these are connected to the work they do. <b>(10 points)</b></li> </ul>	

**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"> <li>• 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. <b>(10 points)</b></li> <li>• Applicant describes experience building relationships and trust with farmers coming from various racial backgrounds as well as farm sizes. <b>(10 points)</b></li> <li>• 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. <b>(10 points)</b></li> </ul>	

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"> <li>• Applicant describes how the program has built a leadership structure to center decision making. <b>(10 points)</b></li> <li>• Applicant describes how the program does or will develop an equitable supply chain to enhance opportunities for farmers of color. <b>(10 points)</b></li> <li>• Applicant describes how the program will reduce food insecurity and racial and health disparities. <b>(5 points)</b></li> <li>• Applicant describes the program’s food justice and food access values, and how these are connected to the RFQ. <b>(5 points)</b></li> </ul>	

**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"> <li>• Applicant fully describes and justifies what makes them exceptionally qualified. <b>(10 points)</b></li> <li>• Applicant describes processes to maintain or hire quality staff who have the cultural and linguistic competency to implement program. <b>(5 points)</b></li> <li>• Applicant describes effective partnerships and collaboration that enhance service quality, minimize duplication, and describes successful outcomes achieved, or how will the program build partnerships. <b>(5 points)</b></li> </ul>	

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"> <li>• Applicant identifies other resources to be used for this program and confirms that these funds are sustainable. <b>(5 points)</b></li> <li>• Applicant demonstrates ability to adapt to changes in funds and community needs. <b>(5 points)</b></li> <li>• 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. <b>(5 points)</b></li> <li>• Applicant demonstrates an understanding of and capacity for data management and reporting. <b>(5 points)</b></li> </ul>	

**APPLICATION SCORING:**

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

**COMPONENT ONE- TOTAL POINTS: 100**

**COMPONENT TWO- TOTAL POINTS: 100**

**IF APPLYING FOR BOTH COMPONENTS, TOTAL POINTS: 160**

## COMPLETED APPLICATION REQUIREMENTS

---

### Application Submittal

The proposal **must** include:

- A completed and signed Application Cover Sheet (Attachment 2).
- A completed Narrative Response that is a maximum of four (4) pages per program component (1 or 2), or a total of six (6) pages if applying for both sections.
- A completed Proposed Program Budget for each program component (Attachment3).
- A completed Proposed Personnel Detail Budget for each program component (Attachment4).
- If you are proposing to provide any **new** (for your agency) services, attach a start-up timeline for each service.
- Signed partnership letters and/or collaboration letters of intent.
- Completed applications are due by **March 10, 2023, at 12:00 p.m.** Pacific Standard Time.
- Proposals must be submitted through the HSD Online Submission System **OR** via email. No faxed or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

#### *Subcontracting:*

- If you are proposing a subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative. The letter should clearly state subcontractor's responsibilities and expectations, as well as in the narrative responses.

#### *Fiscal Sponsorship:*

- If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.

You may apply through **one** of the following methods only. Please note HSD will consider your latest submission as the final submission if there are multiple attempts in applying. Once your application has been submitted, you will receive a written confirmation:

- 1. Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>). HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Sola Plumacher at [sola.plumacher@seattle.gov](mailto:sola.plumacher@seattle.gov).

**OR**

- 2. Via Email [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov).** Email attachments are limited to 30 MB. **The subject heading must be titled: 2023 Farm to Preschool Program Coordination and Food Procurement 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.

### HSD Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states that all materials received or created by the City of Seattle are considered public records. These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all

rating committee members must sign and adhere to the [Confidentiality and Conflict of Interest Statement](#). **Personal identifiable information entered on these materials is subject to the Washington Public Records Act and may be subject to disclosure to a third-party requestor.**

If funding is awarded, HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of written request to provide the requested documents via the HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>) or email ([HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)).

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

#### List of Attachments & Related Materials

- Attachment 1: Application Checklist
- Attachment 2: Application Cover Sheet
- Attachment 3: Proposed Program Budget
- Attachment 4: Proposed Personnel Detail Budget



## Attachment 1- Application Checklist

This checklist is to help you ensure your application is complete prior to submission. Please do not submit this form with your application.

### HAVE YOU....

- Read and understood the following additional documents found on the [Funding Opportunities Webpage](#)?**
- HSD Agency Minimum Eligibility Requirements
- HSD Client Data and Program Reporting Requirements
- HSD Contracting Requirements
- HSD Fiscal Sponsor Requirements
- HSD Funding Opportunity Selection Process
- HSD Appeal Process
- HSD Commitment to Funding Culturally Responsive Services
- HSD Guiding Principles, [Sweetened Beverage Tax Guiding Principles](#), and [Farm to Table Guiding Principles](#)
- HSD Master Agency Services Agreement Sample
- HSD 2023 Farm to Preschool Program Coordination & Food Procurement RFQ [Theory of Change](#)
- Completed and signed the Application Cover Sheet (Attachment 2)? \***
- If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.**
- If your application names a fiscal sponsor, authorized representatives from this agency must have read and understood the HSD Fiscal Sponsor Requirements document and must sign the application cover sheet.**
- Completed each section of the Application Questions?**
  - Must not exceed 4 pages or 6 pages if applying to both program components (8 ½ x 11), single spaced, size 11 font, with 1-inch margins.
  - Page count does not include the required forms (Attachments 2, 3 and 4) and supporting documents requested in this funding opportunity.
- Completed the full Proposed Program Budget (Attachment 3)? \***
- Completed the full Proposed Personnel Detail Budget (attachment 4)? \***
- If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, beginning 1/1/2024. \***
- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative? \***

*\*These documents do not count against the 4-page limit or 6-page limit (if applying for both program components) for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. on March 10, 2023.**

Application packets received after this deadline will **not** be considered. See Section I for submission instructions.

**Attachment 2 - Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact for this RFQ:			
Name:		Title:	
Address:			
Email:			
Phone #:			
4. Agency Type			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Focus Population(s) program will serve (check all that apply; those checked should match who you describe serving in your application):		<input type="checkbox"/> American/Indian Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latinx <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other:	
10. Funding Amount Requested:			
11. # of preschool sites your agency will work with each year (if applying to component 2):		Sites	
12. Provide a high- level (200 words or less) program description:			
13. Partner Agency (if applicable):			
Contact Name:		Title:	
Address:			
Email:		Phone Number:	
Description of partner agency proposed activities:			
14. Fiscal Sponsor (if applicable):			
Contact Name:		Title:	
Address:			

Email:

Phone Number:

*I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.*

Signature of Fiscal Sponsor Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized physical signature of applicant/lead agency**

*To the best of my knowledge and belief, all the information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all the contractual obligations if the applicant is awarded funding.*

Name and Title of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment 3 - Proposed Program Budget**  
**January 1, 2024, to December 31, 2024\***

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

<b>Applicant Agency Name:</b>					
<b>Proposed Program Name:</b>					
	<b>Amount by Fund Source</b>				
<b>Item</b>	<b>Requested HSD Funding</b>	<b>Other<sup>1</sup></b>	<b>Other<sup>1</sup></b>	<b>Other<sup>1</sup></b>	<b>Total Program</b>
<b>PERSONNEL SERVICES</b>					
Salaries (Full- & Part-Time)	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$
<b>SUBTOTAL - PERSONNEL SERVICES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>SUPPLIES, OTHER SERVICES &amp; CHARGES</b>					
Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)	\$	\$	\$	\$	\$
Operating Supplies <sup>2</sup> (includes computers, other technology expenses (not internet) and other expenses related to providing services)	\$	\$	\$	\$	\$
Rent	\$	\$	\$	\$	\$
Contractual Employment/Other Professional Services <sup>3</sup>	\$	\$	\$	\$	\$
Travel (includes mileage, parking)	\$	\$	\$	\$	\$
Insurance	\$	\$	\$	\$	\$
Utilities (includes electric, internet, phone)	\$	\$	\$	\$	\$
Other Miscellaneous Expenses <sup>4</sup>	\$	\$	\$	\$	\$
Indirect Facilities and Administration (F & A) Costs <sup>5</sup>	\$	\$	\$	\$	\$
<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<sup>1</sup> Identify specific funding sources included under the "Other" column(s) above:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>2</sup> Operating Expenses- Itemize below (Do not include Office Supplies):	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>3</sup> Contractual Employment/Other Professional Services	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>4</sup> Other Miscellaneous Expenses- Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>5</sup> Indirect Facilities and Administration (F&A) Costs- Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>5</sup> Indirect Facilities and Administration (F&A) Costs: Those costs referred to as overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an agency and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

Does the agency have a federally approved rate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, provide the rate.				

**Attachment 4 - Proposed Personnel Detail Budget**  
**January 1, 2024 – December 31, 2024**

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

<b>Applicant Agency Name:</b>								
<b>Proposed Program Name:</b>								
<b>Agency's Full-Time Equivalent (FTE) =</b>		<b>hours/week</b>	<b>Amount by Fund Source(s)</b>					
<b>Position Title</b>	<b>Staff Name</b>	<b>Hourly Rate</b>	<b>How many hours a week this funding will pay for</b>	<b>Requested HSD Funding</b>	<b>Other Fund Source</b>	<b>Other Fund Source</b>	<b>Other Fund Source</b>	<b>Total Program</b>
								\$
								\$
								\$
								\$
								\$
								\$
<b>Subtotal – Salaries &amp; Wages</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Personnel Benefits:</b>								
<b>FICA</b>								\$
<b>Pensions/Retirement</b>								\$
<b>Industrial Insurance</b>								\$
<b>Health/Dental</b>								\$
<b>Unemployment Compensation</b>								\$
<b>Other Employee Benefits</b>								\$
<b>Subtotal – Personnel Benefits:</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL PERSONNEL COSTS (SALARIES &amp; BENEFITS):</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>