



Seattle Human Services

Equity • Support • Community



2023 Multicultural Registered Dietitian Nutritionist (RDN) Services Request for Proposal (RFP)

Information Session Presentation



Seattle
Human Services

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Presentation Overview

- Timeline and Highlights
- Who can apply?
- RDN Services
- Participant Eligibility
- Priority and Focus Populations
- Expected Performance Commitments
- Staff requirements and other requirements
- Narrative Response
- Application
- Submission process
- Interviews
- Appeals
- Next steps
- Tips
- Questions?

Timeline

Activity	Timeline
Funding Announcement	March 1, 2023
Information Session #1	March 7, 2023 (in person only)
Information Session #2	March 9, 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
Interviews	May 1 or 2
Tentative Notification Date	June 27, 2023
Contracts Start	January 1, 2024

RFP Highlights

- Provide technical assistance and support to up to 25 Congregate Meal sites funded by Seattle Human Services Department (HSD)
- Fund one proposal up to \$160,000
- Minimum expectations:
 - Ability to travel to congregate meal sites throughout King County
 - Experience working with diverse communities including knowledge of cultural foods

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United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.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to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year

What does this RFP fund - RDN Services

- Assist menu development and certify meals
- Conduct monthly site visits
- Train site staff and volunteers
- Perform duties of a Certified Food Protection Manger
- Provide culturally relevant nutrition education materials
- Assist meal sites with other HSD initiatives
- Coordinate and communicate with other RDNs that support ADS funded meal sites
- Coordinate provision of supplies and resources

Priority and Focus Population

- Identified through Congregate Meals for Older Adults Request for Qualification (RFQ)
- Priority Population: Older Americans Act
- Focus Population: BIPOC Older Adults

Expected Performance Commitments

- Quantity:
 - # of nutrition education lessons
 - # of site visits
- Quality:
 - Materials or information are relevant to meal site participants.
 - RDN menu changes are culturally relevant to the congregate meal sites based on population served.
- Impact:
 - Congregate meal programs value and use the Multicultural RDN services to improve the quality and cultural relevance of their meals.

Staff Requirements

- Registered Dietitian Nutritionist (RDN)
- Certified Food Protection Manager (CFPM)

Other Requirements

- Track expenditures
- Submit monthly site visit, nutrition education and narrative reports
- May be required to input data into GetCare, a state data system

Narrative Response

Section	Point Value
Proposal Description	40 Points
Capacity and Experience	25 Points
Partnerships and Collaboration	25 Points
Budget and Leveraging	10 Points
Total	100 Points

Budget Sheets

- Proposal Budget
- Personnel Detail Budget

Submit excel workbook

Application

- Signed Application Cover Sheet (Attachment 2)
- Narrative Response (5 page limit)
- Letter of Support from your narrative example
- Proposal Budget (Attachment 3) in excel
- Proposal Personnel Detail Budget (Attachment 4) in excel
- Fiscal Sponsorship: signed letter of agreement from that agency's Director or authorized representative, if applicable

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
 - Email attachments are limited to 30 MB
- Subject heading must be titled: **2023 Multicultural Registered Dietitian Nutritionist (RDN) Services RFP**
- 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
- Interview questions and criteria are sent to agencies
- Interviews held
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified

Interviews

- Interviews May 1 or 2
- Primary agency contact
- Receive questions and rating criteria when interviews are confirmed.
- Interviews scored separately from written proposal.
Interview is worth 100 points, combined application and interview are worth a total of 200 points.

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 RFP questions to: 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-multicultural-rdn-services-rfp

The screenshot shows the Seattle Human Services website. At the top, there is a blue navigation bar with the Seattle logo, a language dropdown set to 'English', a search bar, and links for 'Pay or Apply' and 'Menu'. Below the navigation bar, the main heading is 'Human Services', with sub-links for 'Services and Resources', 'For Providers', and 'Reports and Data'. A breadcrumb trail indicates the current page: Home > For Providers > Funding Opportunities. The main content area features a large black box with white text: '2023 Multicultural Registered Dietitian Nutritionist (RDN) Services RFP'. To the right, under 'RFQ Materials', there are links for 'Multicultural RDN Services RFP Cover Letter' (PDF), 'Multicultural RDN Services RFP Guidelines & Application' (PDF), 'Multicultural RDN Services RFP Guidelines & Application' (Word), 'Multicultural RDN Services RFP Theory of Change' (PDF), and 'Multicultural RDN Services RFP Budget Forms' (Excel). A 'Questions?' section asks to email Angela Miyamoto at Angela.Miyamoto@seattle.gov. The main text describes the RFP, stating that the Aging and Disability Services Division of the City of Seattle Human Services Department (HSD) seeks applications from a diverse group of applicants interested in helping older adults maintain their quality of life and age in place. It also mentions that approximately \$160,000 is available through this RFP, with \$100,000 from Older Americans Act funds and \$60,000 in HSD General Fund dollars. Finally, it notes that HSD intends to fund one proposal that demonstrates the ability to work with diverse communities in delivering Multicultural RDN services, with initial awards from January 1, 2024, to December 31, 2024.

2023 Multicultural Registered Dietitian Nutritionist (RDN) Services RFP

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

Multicultural Registered Dietitian Nutritionist (RDN) Services provide technical assistance and support to congregate meal sites with cultural and linguistic barriers to mainstream nutrition services and standards.

Approximately \$160,000 is available through this RFP from the following sources: \$100,000 in [Older Americans Act](#) funds and \$60,000 in HSD General Fund dollars.

HSD intends to fund one (1) proposal that demonstrates the ability to work with diverse communities in delivering Multicultural RDN services. 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

- [Multicultural RDN Services RFP Cover Letter](#) PDF
- [Multicultural RDN Services RFP Guidelines & Application](#) PDF
- [Multicultural RDN Services RFP Guidelines & Application](#) Word
- [Multicultural RDN Services RFP Theory of Change](#) PDF
- [Multicultural RDN Services RFP Budget Forms](#) Excel

Questions? Please email Angela Miyamoto:
Angela.Miyamoto@seattle.gov