

Question and Answer

Farm to Table Support Services RFP

2022 Request for Proposals
(Version 5 - Amended April 26, 2022)

Please note question #12 has been corrected.

| | Program Area | Question | Answer |
|----|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Eligibility | The list of qualified pre-schools will not be given until after grants are approved. | Correct. The list of Seattle Preschool Programs (SPP) is still in process to be finalized by the Human Services Department (HSD) and Department of Early Learning and Education (DEEL) by the start of the 2022-2023 school year. The full list of 2021-2022 Seattle Preschool Programs is posted here for reference. |
| 2. | Eligibility | Is in-kind matching a fund requirement for this RFP? | No. |
| 3. | Eligibility | Is the RFP allowing non-Seattle Preschool Programs? | No. |
| 4. | Eligibility | Sites have a mixture of Seattle Preschool Program classrooms and non-Seattle Preschool Program classrooms. Will any of these funds go to non-SPP classrooms? | No. At this point, there is no funding for non-Seattle Preschool Program classrooms. |
| 5. | Eligibility | Some SPP classrooms are a mix of students who are enrolled in SPP and students who are not enrolled SPP. Will all the students qualify to receive Farm to Table Services. | The Human Services Department and the Department of Education and Early Learning (DEEL) will consider these blended classrooms on a case-by-case basis. |
| 6. | Guidelines | Can HSD share previous successful and/or complete applications? | No, the Human Services Department does not have any samples of previous proposals to share. |
| 7. | Guidelines | Can HSD post the link to the current application? | Yes, please find the current application, along with all other RFP-related documents, here on HSD's website . |
| 8. | Guidelines | The narrative response is 5-page limit. If we complete the 5 pages, is probable we will receive funding? | There is no guarantee of funding even with a completed application within 5 pages. All RFP proposals are reviewed by the community rating panel who will rate the proposals based on the responses and using the RFP criteria. This is an open and competitive process, and the Human Services Department cannot guarantee funding. |
| 9. | Program model | Please provide more information on the Farm to Family Food Bags? Do they need to meet any specific requirements? | The Farm to Family Food Bags need to include food that is culturally relevant, food sourced from Washington State farmers, and food sourced from farms owned and operated by Black, Indigenous and People of Color (BIPOC) farmers and business owners, immigrants and refugees, and women. |

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| | | | Organizations should propose their own recommendations for bag contents and unit costs and note how families will help decide food bag contents. In the 2021-2022 school year, each Farm to Family Food Bag contained an average of five different items and enough produce for 2 - 3 days for a family of four. |
| 10. | Contract Requirements | It is mentioned in the RFP awarded agencies will be required to participate in a community-based program evaluation. Can HSD provide more background information on this process? | Awarded agencies will form a cohort which will meet in 2023 (bimonthly or quarterly) to establish performance metrics and the data collection methodology. HSD will partner with a community consultant to coordinate this effort. The cohort allows for agencies to collaborate with one another, share resources, and deepen relationships. |
| 11. | Eligibility | Our preschool program is currently receiving services from the Farm to Table program (nutrition education and food bags). Does this mean we would need to apply to the Farm to Table Support Services RFP in order to continue receiving these services? | No. If you are a preschool program contracting with the Department of Early Learning and Education (DEEL), you do not need to apply to the Farm to Table Support Services RFP. Your preschool will be asked if you would like to continue to receive services from the Farm to Table program once awarded agencies have been identified. |
| 12. | Program Model | Is there a list of Seattle Preschool Programs already participating in this program? Has HSD identified any gaps where this program is not being implemented? | Yes. See Farm to Table Sites (Nutrition Education & Food Bags) 2021-2022 school year document on the HSD website . There are no gaps yet identified for the Seattle Preschool Program 2022-2023 school year site list. |
| 13. | Technical Assistance | Can you clarify if technical assistance is for us to use to address questions of the application? | Yes, New Transitions Consulting will provide technical assistance in the form of clarifying application and budget questions, thinking through proposal development ideas, and reviewing proposal drafts. Please contact claudia.alexandra.paras@gmail.com or at 206-859-7525 to schedule an appointment. |
| 14. | Eligibility | Does my Daycare program qualify to receive the Farm to Table Services? We are located in Des Moines, Washington. | No. The Farm to Table Support Services RFP is serving only Seattle Preschool Program schools, through a Memorandum of Understanding with the City's Department of Education and Early Learning (DEEL). |

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| 15. | Guidelines | Is it only one budget required when applying to both program components? | No. If applying to both program components, a budget is required for each (two total). Please click here to see the AMENDED Guidelines and Application. |
| 16. | Program Model | Should the other sources of funding shown in the budget only be for funding that is directly paying for some of the services outlined in the application? – i.e. not for other parts of a wider program of work or an employee’s time beyond the services in the application. | Yes. The “other” funding columns of the budget spreadsheet should reflect additional leveraged funding the organization is contributing toward the described program. Costs reflected in this budget should be for the intended program only, not your total organization budget (Guidelines and Application, p14). |