

Question and Answer

Congregate Meals for Older Adults

FINAL

2023 Request for Qualification

	Topic	Question	Answer
1	Eligibility	Since the funding is from the City of Seattle, is it available to communities outside of City limits?	For Culturally Nourishing Foods for Older Adults, services must take place in Seattle or for Seattle residents. Please see Congregate Meals for Older Adults, Home Delivered Meals or Multicultural Registered Dietitian Nutritionist Services for funding opportunities in King County.
2	Website	The links on the timeline table is unresponsive and I'm unable to copy and paste into another browser. Please help.	The timeline chart is an image so the links do not work. The same information is repeated further down the page with active links.
3	Contracting	Our agency is a nonprofit organization with 501(c)3 status and have been running our nutrition program since fall 2016 under a fiscal sponsor. We have experience and can operate as an independent agency without a fiscal sponsor. How can we operate as an independent agency for 2024 forward?	The Congregate Meals for Older Adults RFQ is an open competitive process. To receive a contract for 2024 forward, you must apply for the RFQ, be qualified to provide the service, and receive a funding allocation recommendation.
4	Budget	Is volunteer match calculated based on an hourly rate proposed by ADS?	Volunteer hourly rates for match are determined by the applicant agency.
5	Application	How should applicants handle the page limit if they are proposing multiple meal sites?	An additional page of narrative is permitted for each additional meal site proposed, up to a maximum of 14 pages
6	Qualification	If an applicant proposes multiple meal sites, is it possible that some proposed sites would be qualified and some not?	Qualification process is at the agency level. Qualification is based on the ability to administer program as an agency. Agencies meeting minimum of 75 points are considered qualified. After agency is qualified, raters will make funding recommendations that may include site-specific recommendations.
7	Budget and Contracting	Will HSD/ADS honor the applicant proposed unit rate if recommended for funding?	Final unit rates will be determined during contract negotiation dependent on rater funding recommendation.
8	Qualification	We are an applicant interested in funding for new program and we do not have a site that meets the requirements outlined. Where should we look for qualified sites?	Applicants must identify sites that meet facility requirements.

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9	Application	If we don't have an eligible site, should we apply?	This is for the applicant to determine. Applicants must include a startup timeline for services to start on or before March 1 st , 2024
10	Model	Do individual applicants need to meet the site minimums outlined in the program model section?	This is a system wide minimum; individual applicants do not need to meet these minimums. HSD will contract with a minimum of two sites or a combination of sites that offer meals Monday – Friday in each major region of King County – North, Seattle, East and South. See Model, page 3.
11	Staffing	Do we need to apply to the Multicultural Registered Dietitian Nutritionist (RDN) Services funding opportunity in order to qualify for congregate meal program funding opportunity?	No, Multicultural Registered Dietitian Nutritionist (RDN) Services is a separate funding opportunity. RDN services provide technical assistance and support to congregate meal sites with cultural and linguistic barriers to mainstream nutrition services and standards. Congregate sites can indicate their interest in receiving support from our contracted RDN services. (See Multicultural RDN services Q&A question 3).
12	Application	Can we apply for both Congregate Meal RFQ and Multicultural RDN Services if we have a Registered Dietitian Nutritionist on staff?	Yes, applicants can apply for both funding opportunities. RDN services will provide support to multiple agencies and meal sites. (See Multicultural RDN services Q&A question 4).
13	Budget	In previous congregate funding opportunities there were unit rate tiers. Are there no longer tiers?	Meal sites will propose meal rates based on their outlined costs. Rates are proposed and calculated by applicant by completing the Meal Cost Calculator worksheet (Attachment 5)
14	Model	Does this funding opportunity include to-go meals, or meals consumed off-site?	This congregate funding opportunity is for meals consumed in a group setting only.
15	Model	Does this funding opportunity include activities in addition to the meal?	Yes, in addition to meals, sites provide nutrition education, opportunities to socialize, and offer activities and access to other services for participants.
16	Contracting	How many agencies does HSD/ADS contract with currently	HSD/ADS currently contracts with 13 agencies for over 50 meal sites.
17	Contracting	Will this funding opportunity be funding additional programs, or will existing contractors be applying for contract renewal?	Congregate Meal RFQ is an open competitive process. Initial awards will be made for the period of January 1, 2024 - December 31, 2024. It is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year.

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18	Funding	Is the total RFQ funding the amount available for multiple years, or one year?	The total RFQ funding available is one year. Initial awards will be made for the period of January 1, 2024 - December 31, 2024. It is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year, dependent on funding availability.
19	Contracting	You state that you will fund a maximum of 15 proposals, right now you have 13 agencies. Do they have to renew? Does everyone have a chance?	Congregate Meal RFQ is an open competitive process. All current contractors need to reapply to receive funding in 2024 forward.
20	Other	Information sessions for Congregate Meal RFQ are today March 7 and Thursday March 9, correct?	Yes, virtual session will be held Thursday, March 9. These are the only opportunities to ask live questions. Outside of these dates, all questions must be sent via email.
21	Data	How are data requirements determined?	Data requirements are determined by the Federal Government via the Older Americans Act Performance System (OAAPS). Applicants must be able to collect and report participant-level demographic and service data.
22	Application and Data	It is challenging for us to collect demographic data, how much is this ability worth in application?	Refer to PROPOSAL NARRATIVE & RATING CRITERIA section for information on point value.
23	Staffing	Which staff are required to have a food handlers permit?	Anyone handling food is required to have a food handlers permit. See Program Model Description on Page 3 and Description of Key Staff and Staffing Level on page 6 for additional information.
24	Model	If I only have one meal site, can I apply for this funding?	Yes, if you only have one meal site, you are still eligible to apply. (See question 10).
25	Budget	Is there a specified meal rate or do we request one in our bid?	Rates are proposed and calculated by applicant by completing the Meal Cost Calculator worksheet. (Attachment 5)
26	Budget	Do you have a reasonable range for the cost per meal? Say \$5-\$8?	No, we don't have a specified meal rate range. Rates are proposed and calculated by applicant by completing the Meal Cost Calculator worksheet. (Attachment 5)
27	Qualification	Is there a minimum match required?	This funding process requires an applicant match of at least 25%. Document your match in the Meal Cost Calculator worksheet. (Attachment 5)
28	Budget	Can we use the average hourly rate of our personnel to be the hourly rate for the volunteer?	You may determine the method of your hourly rate for volunteer match. (See question 4).

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29	Model	Is there any way to integrate to-go meals in this program and funding opportunity?	This funding opportunity is strictly for dining together in a group setting.
30	Model and Application	What are the major changes from last funding opportunity and this opportunity?	In the previous funding opportunity, we had tiers for meal rates. In this funding opportunity, applicants will propose meal rates based on their outlined costs. Rates are proposed and calculated by applicant by completing the Meal Cost Calculator worksheet (Attachment 5). Additionally, the previous funding opportunity was an RFP process. This funding opportunity is an RFQ with two-steps. All applicants with a minimum score of 75 points for their written proposal will be considered qualified to provide congregate meals for older adults and will be considered for funding. Being qualified does not guarantee that you will receive funding. The rating panel will then base allocation recommendations on the elements outlined in Funding Recommendation, page 6, which was based on community feedback.
31	Participant Eligibility	How do we define a caregiver to be an eligible participant who are under 60? Do we need proof?	An unpaid caregiver to an eligible participant over the age of 60 who themselves is under 60, is an eligible participant for this program if they also live in the City of Seattle. Self-attestation is the only “proof” that’s required.
32	Qualification	Do I need a Seattle Business license for congregate meals?	Seattle Business license is required, if applicable.
33	Model	You indicate a maximum of 15 proposals will be funded, is this 15 sites/locations or 15 agencies?	HSD/ADS intends to fund a maximum of 15 applicant proposals. Each proposal may include one or multiple sites/locations.
34	Contracting	How many proposals were funded in previous funding opportunity?	HSD/ADS currently contracts with 13 agencies for over 50 meal sites. See question 16.
35	Model	If we’d like to host a meal for seniors over 60 and people of all ages are we eligible to request funding for a percentage of full program cost?	Services to non-eligible participants would need other funding sources.
36	Application	Food costs are high, we have pulled from donations for lunches and from the community, does the RFQ outline stability/sustainability? We don’t know what funding will be within the next 2 years.	Forecast to best of your ability, based on your knowledge and information at the time of submission.

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37	Staffing	Can you explain more about connecting with a dietitian and how to allow for the cost of that?	A Registered Dietitian Nutritionist (RDN), or Individual of Comparable Expertise (ICE) must provide monitoring and oversight to ensure that meals meet nutrition guidelines and send monthly reports to HSD. Multicultural Registered Dietitian Nutritionist (RDN) Services is a separate funding opportunity. RDN services provide technical assistance and support to congregate meal sites with cultural and linguistic barriers to mainstream nutrition services and standards. Congregate sites interested can indicate their interest in receiving support from RDN services. Agencies must otherwise identify resources to meet the monitoring and oversight requirements in the Congregate Meal RFQ. (See question 11).
38	Application	Can you also talk more about the menu attachment?	Attach menus for 10 consecutive meals for your proposal. If you have multiple sites with different menus, include and clearly label, 10 consecutive menus from each meal site. See PROPOSAL NARRATIVE & RATING CRITERIA for more information on rating criteria.
39	Model	Can you talk more about the model setting? Should we have two kitchens?	Food preparation facilities must be equipped and eligible for a permanent food permit issued by Public Health–Seattle & King County or meet Donated Food Distributing Organization (DFDO) requirements and have an annual kitchen inspection. The number of kitchens would depend on applicant service model and number of meals.
40	Other	Is there an info session like this for the multicultural RD RFQ? I have a question about that.	Multicultural RDN Services: Thursday, March 9 - 2:00-3:00 Join meeting via Webex: http://bit.ly/3ZvDh0Z , access code: 2484 596 8751 Meeting Password: 2m53gNxSJeb or Call: 1-206-207-1700, 24845968751## (virtual only)
41	Application	Do testimonials enhance or add to the application? Or does that fall under "more information than we asked for"?	Please submit only required documents asked for in the application. Refer to the PROPOSAL NARRATIVE & RATING CRITERIA on how applications will be scored.
42	Website	Will today's recording and ppt posted on your website?	The recording will be posted on website and official responses to questions posted regularly, no more than 5 business days after the question was

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			received. Check the website regularly for as changes and updates can be made throughout the process.
43	Budget	As the funding opportunity is for four years, and specific future funders may be unknown, should we build out the budget to include the "Other" funding resources that are currently in place to meet the needs of our Congregate Meals programming?	Complete the budget based on your projected revenue and expenses for 2024. You may include more information in the Meal Cost Worksheet text box where you describe your capacity to leverage other resources.
44	Budget	Regarding staff that support the Congregate Meals program, to portray a true cost of the programming, I would look to include the Admin roles that support the delivery of the programming (Executive Director, Bookkeeper, etc.) in the budget - is that acceptable? Or is there an expectation that only direct-line food service staff are to be included in the budget?	Yes, you may include administrative support staff that support the meal program as well as direct-line food staff in personnel costs.
45	Application	My understanding is if we have an existing contract (as a subcontractor) we don't need to attach a letter of intent/collaboration for partnership unless it's a new one to be added into our proposal. Am I correct?	Include a signed MOA if you have a subcontract with another agency or letter of collaboration if you have a substantial partnership with another agency or individual, for all meal sites and activities in the proposal.
46	Budget	When we complete the budget, how do we factor in the wage increases that will take place over subsequent years?	Complete the budget based on your projected revenue and expenses for 2024. Awarded applicants will receive an allocation from federal and local funds. While it is HSD/ADS' intent to renew agreements through the 2027 program year, funding is contingent upon performance and funding availability. If there is in increase in our federal or local funds, HSD/ADS will determine how to distribute the funds among the contracted agencies at that time. (see question 43)
47	Budget	We have a commercial kitchen that cooks meals for another department in our organization. Should	Your organization should determine how to track funds, in accordance to your fiscal policies and procedures.

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		that department send an intercompany invoice by meals?	
48	Budget	Are we able to expand the sites and meals for the next three years? We hope to serve more clients for the next three years after we gain more experience. What are the possibilities of expanding the project?	Complete the budget based on your projected revenue and expenses for 2024. Awarded applicants will receive an allocation from federal and local funds. If there is an increase in our federal or local funds, HSD/ADS will determine how to distribute the funds among the contracted agencies at that time. (see question 46)
49	Application	Do we include the full question as part of the 12-page narrative, or can we use shortened versions of the questions?	You may include the full question but is not required. Raters will score applications on the rating criteria.
49	Application/Staffing	The HSD/ADS contracted Registered Dietitian Nutritionist (RDN) currently supports our congregate meal site. Is this a subcontracting relationship that we need to include in our application?	No, this isn't considered a subcontracting relationship. If you intend to use the HSD/ADS contracted RDN services, indicate your interest in using the HSD/ADS contracted RDN services in the proposal narrative, Section B: CAPACITY, EXPERIENCE AND COMMITMENT TO COMMUNITY. (See question 37)
50	Eligibility	Is the funding open to organizations only within City of Seattle limits? We serve a ton of folks with Seattle addresses but located in unincorporated King County.	Congregate meal sites are located throughout King County. (See question 1)
51	Model	For the Congregate Meals for Older Adults, can we address culturally relevant, nutritious meals for seniors in East and South Monday (2 sites) Wednesday, Thursday, Friday instead of Monday, Tuesday, Wednesday, Thursday, Friday? Can we also offer nutrition education Thursday and Monday?	You may schedule meals on days and at times to meet the needs of the community you intend to serve. There are no required minimum days per week. Nutrition education must be offered at least twice a year. You may provide nutrition education activities more frequently to meet the needs of the community you intend to serve.
52	Application/Budget	On page 7 of the RFQ, there are instructions for the completed application. It names the Budget (Att 3), Personnel Detail Budget (Att 4), and Meal Cost Worksheet (Att 5) as separate attachments. Just	Yes, please submit the budget sheets in excel. You may submit the Proposal Budget (Attachment 3), Personnel Detail Budget (Attachment 4), and Meal Cost Worksheet (Attachment 5) in a single excel workbook. Please name the workbook "Budget."

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		wanted to confirm that these items should be submitted in Excel. Is it ok to submit these budget related items together in the single excel worksheet? Or should we separate into the different attachments.	
53	Budget	How do you define "match"? Does a "match" include all other funding sources that support the meal program, peripheral support staff who are funded from other sources, in-kind giving, volunteers, etc.?	There are two sections for match in the meal cost worksheet – Volunteer hours and “other.” Volunteer match is the monetary value of volunteer hours that support your meal program (See question 4). “Other” match includes in-kind support and other non-federal funds that support the meal program.
54	Eligibility	If I receive funding for Congregate Meals through an umbrella organization, is this a conflict of interest for us to apply for the Culturally Nourishing Foods RFP?	You may apply for the Culturally Nourishing Foods RFP for services that cannot be supported by Older American’s Act funds. Services must be in the City of Seattle and for City of Seattle residents.
55	Application	Applying for multiple sites has its disadvantage of following page limits in describing each location (activities, facilities, demographics, etc.). For e.g., A Proposal Narrative.Q.1.e. (Facilities) is asking to describe how meal sites meet requirements based on Attachment(s). Should it be a more generic answer than site specific?	Answer the questions, using the rating criteria as a guideline as this is how raters will score your application. You may reference the required attachments that you submit when answering questions, as needed.
56	Application	We haven’t signed a contract with a partner as they are not yet ready. They are going to be a subcontracted partner, but no MoA signed this year that can be attached. Will a letter of intent work in their case?	Your application should reflect your proposed services for 2024. Please include an MOA that outlines the responsibilities of both parties. See Attachment 9.

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57	Budget	What's the allowed % for indirect facilities and administrative cost?	We accept either the agency federally approved rate, the 10% federal de minimis rate or an agency can opt to not have indirect charges.
58	Application	In the Budget and Leveraging section, Q.1. Describe your ability to address changes in funding, staffing, community needs, and supporting agency leadership. If we are subcontracting multiple sites, who should we describe as "supporting agency leadership"?	Answer the question as the applicant agency and how the agency supports its leadership.
59	Other	If a meal site partners with another agency (main applicant) it will be a single application for this RFQ, but can they apply for a different RFQ on their own?	Yes, each RFQ/RFP is a separate process. A partner or subcontracted agency can be the applicant agency in a different process.