



**City of Seattle**

Edward B. Murray, Mayor

Human Services Department

Catherine Lester, Director

April 10, 2017

To All Interested Parties:

I am pleased to announce the availability of up to \$2,140,062 of federal and local funds for Congregate Meals for Older Adults in King County. The congregate meal program provides culturally appropriate nutritious meals, opportunities for social engagement, and access to other services and health promotion related activities. Funding awards will be made for the period of January 1, 2018-December 31, 2018. Contracts after the initial period will be contingent upon successful performance and funding availability.

The Congregate Meal Program Request for Proposal Guidelines and Application documents define investment results, program requirements, and the process for application submission and selection. Please plan to attend an information session(s) listed below to review the Request for Proposal and ask questions. Please bring a paper copy of the Request for Proposal as no copies will be provided during the information sessions.

Date	Time	Location
Wednesday, April 19, 2017	1:00 pm - 3:30 pm	Renton Highlands Library 2801 NE 10th St, Renton, WA 98056
Thursday, April 20, 2017	10:00 am - 12:30 pm	Bellevue City Hall, Council Chambers 450 110 <sup>th</sup> Ave NE, Bellevue, WA 98009

\*Please contact RFP coordinator for accommodation requests: Angela Miyamoto at [Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov). Accommodations are not guaranteed but very effort will be made to fulfill requests.

In addition to information sessions, help sessions will also be provided as follows:

Date	Time	Location
Tuesday, April 25, 2017	3:00 pm - 6:30 pm	Valley View Library 17850 Military Rd S, SeaTac, WA 98188
Monday, May 1, 2017	9:30 am - 1:00 pm	Bellevue Library 1111 110th Ave NE, Bellevue, WA 98004

Contact RFP coordinator to schedule an appointment for the help sessions. Walk-ins are welcome on a first come-first served basis.

This Request for Proposal is an open and competitive process. Completed application packets are due by 12:00 p.m. on May 24, 2017. Applications may be submitted electronically via HSD's Online Submission System at: <http://web6.seattle.gov/hsd/rfi/index.aspx>. Alternately, an original application packet may be hand-delivered to: Seattle Human Services Department, Request for Proposal – Congregate Meal Program, ATTN: Angela Miyamoto, 700 5<sup>th</sup>

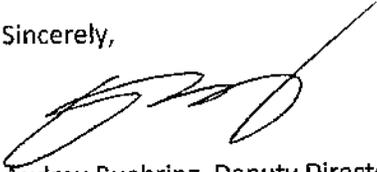
Human Services Department  
700 Fifth Avenue, Suite 5800  
PO Box 34215  
Seattle, Washington 98124-4215

Tel (206) 386-1001  
Fax: (206) 233-5119  
TDD: (206) 233-2778  
[www.seattle.gov/humanservices](http://www.seattle.gov/humanservices)  
(V.2.0 - 2016)

Avenue, Suite 5800 (58<sup>th</sup> floor) or mailed to: Seattle Human Services Department, Request for Proposal– Congregate Meal Program, ATTN: Angela Miyamoto, P.O. Box 34215, Seattle, WA 98124-4215.

Copies of this Request for Proposal may be downloaded from: <http://www.seattle.gov/humanservices/information-for-grantees>. If you would like to receive a copy of the Request for Proposal in the mail or by email, please contact Angela Miyamoto, 206-684-0230 or by email at [Angela.Miyamoto@seattle.gov](mailto:Angela.Miyamoto@seattle.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Audrey Buehring', written over a horizontal line.

Audrey Buehring, Deputy Director  
Human Services Department