



GRANT WRITING 101

King County Department of
Community and Human Services
Contracts and Procurement Unit

1. Solicitation: A competitive process to award money to qualified organizations to provide contracted goods and services on behalf of King County

Some different forms of a solicitation include:

- a. Request for Proposals (RFP)
- b. Request for Applications (RFA)
- c. Request for Qualifications/Quotations (RFQ)

Internally, DCHS may refer to solicitations as “RFx”

DEFINITIONS (1/2)

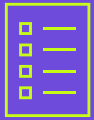
What's in a name?

2. Contract: A legal document that defines the relationship and expectations between two parties

Some forms of a contract include:

- a. Agreement
- b. Letter of Agreement
- c. Memorandum of Agreement
- d. Memorandum of Understanding
- e. Statement of Work

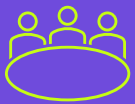
EVALUATION AND SCORING



Applications first go through administrative review to confirm eligibility and then are reviewed by a Review Panel made up of DCCHS staff, subject matter experts, community members, etc.



The Review Panel meets to discuss the applications and scores. Discussion is focused on strengths, concerns, and areas of clarification in relation to the scoring criteria detailed in the solicitation document.



The Review Panel makes recommendations for award, which is presented to DCCHS Decision Team. The Decision Team is made up of leadership from across DCCHS and they make the final decision for what applications are awarded contracts.

EQUITY

The ultimate goal of DCHS is to lift up our communities through our strong partnerships with Community-Based Organizations to provide **high quality services that help all King County residents** to be healthy, happy, and connected to community.

Dismantling unfair systems requires intentional re-design and advance planning.

Every choice made is an opportunity to intentionally reflect, generate options, and act on decisions that can impact racial equity and inclusion.

Minimum qualifications that are not limiting applicants too narrowly.

Scoring will yield the best results for the program.

Providing sufficient context, guidance, resources, and support for potential applicants.

Identifying and reducing applicant barriers.

VSHSL Website

HOME » DEPARTMENT OF COMMUNITY AND HUMAN SERVICES » INITIATIVES » VETERANS, SENIORS & HUMAN SERVICES LEVY »
STRATEGIES AND FUNDING OPPORTUNITIES

Strategies and Funding Opportunities

Promoting healthy living, financial stability, social engagement, housing stability and service system access for veterans, seniors and resilient communities

The [Veterans, Seniors and Human Services Levy \(VSHSL\) Implementation Plan](#) guides VSHSL investments from 2019 through 2023. The VSHSL Strategies table below describes the plan's strategies and programs and related allocations. The table also provides procurement timeline estimates, including information about any community planning sessions that may be held to shape Requests for Proposals (RFPs) or other competitive procurement processes. As we move closer to procurement on a given strategy or program, this table will be updated with detailed information about bidders conferences and links to open RFPs or other solicitations.

Open RFPs or other solicitations can be found in the [Open Funding Opportunities table](#).

 Sign up to stay connected

Receive emails about funding opportunities as they become available and once-a-month VSHSL updates.

Email address

DCHS Blog

HOME VISIT KINGCOUNTY.GOV ABOUT DCHS PROGRAMS INITIATIVES



King County Cultivating Connections

Insights and stories from the Department of Community & Human Services




SUBSCRIBE BY EMAIL

Enter your email address to follow this blog and receive notifications of new posts by email.

Email address

VSHSL Newsletter (The Hub)

VETERANS, SENIORS AND HUMAN SERVICES LEVY



Ensuring that **Veterans, Seniors and Resilient Communities** are connected and supported across the region.

King County
Veterans, Seniors & Human Services Levy

VSHSL Visual Guide

King County
Veterans, Seniors & Human Services Levy

If you're looking for services, call: 211 or the Veterans' Hotline at (206) 454-2799

Are you looking for the [King County Veteran's Program](#)?

Subscribe to our newsletter:
The Hub

 Sign up on the landing page of VSHSL's website!

WHERE TO FIND VSHSL SOLICITATIONS

Contracting with DCHS

Department of Community and Human Services



This page serves as a resource to agencies and individuals contracting with DCHS.

Quick Links

[Learn about Agiloft:](#) This Fall DCHS is implementing a new software, Agiloft, to support procurement, contracting, and invoicing activities. Providers partnering with DCHS will need accounts.

[Contracting Process:](#) DCHS contracts out about 80% of our annual budget to community

Open Funding Opportunities

<input type="checkbox"/>	RFP Name	Program Description	RFP Release Date
1	Best Starts Child Care Wage Boost Pilot RFQ	The King County Department of Community and Human Services (DCHS) is pleased to release the Best Starts for Kids (Best Starts) Child Care Wage Boost Pilot Request for Qualifications (RFQ). This Pilot is funded through Best Starts with the possibility of adding additional ...	September 11, 2023
<input type="checkbox"/>	Community-Led Planning and Engagement around Community Land Trusts in Skyway and North Highline Request for Information (RFI)	King County Department of Community and Human Services (DCHS) is releasing this Request for Information (RFI) to inform the development of an upcoming Request for Proposals (RFP), which will deploy approximately \$175,000 to support the capacity of CBOs to ...	September 28, 2023
3	Best Starts for Kids (BSK) Youth and Family Homelessness Prevention Initiative (YFHPI) Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, ...	This RFP seeks proposals from community-based organizations (CBOs) who are interested in partnering with DCHS to prevent homelessness for youth under the age of 24 or households with youth ages birth to 24 who are at Imminent Risk of losing their ...	September 15, 2023
4	Crisis Care Centers Initiative Request for Information (RFI) for Jurisdictions	The purpose of this RFI is to solicit information from jurisdictions located within King County to help inform the Crisis Care Centers Implementation Plan and future crisis care centers siting and procurement processes....	September 29, 2023
5	BSK Prenatal to Five (P-5) Innovation Supports Mini Grants	Best Start for Kids (BSK) King County Department of Community and Human Services (DCHS) is pleased to release this Request for Application for the Prenatal to Five (P-5) Innovation Supports Mini-Grants....	July 27, 2023
6	DCHS DDECSD Employment Services RFQ 2023+	DDECSD is seeking qualified agencies to provide employment services to eligible adults with developmental disabilities. Supported employment services include direct- and indirect-support to individuals to pursue, obtain, and maintain integrated, community...	January 17, 2023

7 records

Airtable [Download CSV](#) [View larger version](#)

WHERE TO FIND DCHS SOLICITATIONS

<https://kingcounty.gov/en/legacy/depts/community-human-services/contracts.aspx>

Confusion about any aspect of a solicitation?



Asking questions in an open solicitation

DCHS RfX Process Roadmap

Pre-RfX



6 Weeks

Week

1 Set timelines and background research

2 Community planning sessions
DATE 1
DATE 2

3 Setup RfX in ZoomGrants

4 Draft, review, and gain approval of RfX

5 Prepare TA consultants

6 Add RfX materials to ZoomGrants

RfX Open



6 Weeks

Week

7 Launch and announce RfX
DATE

8 Information Sessions
DATE 1
DATE 2

9 Questions due*
DATE

10 Questions and answers added to ZoomGrants
DATE

11 TA deadline
DATE

12 **APPLICATIONS DUE (RfX closes)**
DATE

Evaluation/Award



6 Weeks

Week

13 Administrative review and RfX Review Panel orientation/equity training

14 Application review period

15

16 RfX Review Panel discussion to determine recommendations

17 RfX recommendations for award presented to leadership

18 Awards announced!

**TYPICAL
TIMELINE**

***Observe procurement rules to maintain fairness:** Only contact the RfX Lead. Questions and answers will be published for all.

BIDDER FEEDBACK SURVEY

What: DCHS collecting feedback on our solicitation processes

Who: Anyone in the King County community who has applied to, or is interested in, a DCHS solicitation

When: You can respond to a survey after submitting a completed application or after deciding not to apply for a solicitation

Where: <https://forms.office.com/g/qqFjrNhH9e>

Why: Our intent is to collect the feedback and see where we are doing well and where we can improve. This includes responding to potential barriers and other concerns experienced by our bidding community and change our practices internally where possible to improve equitable access to funding.

How: Respond to the survey by including the name of the funding opportunity you are interested in or applied to in Question 1 of the survey

Responses to this survey are anonymous and will have no impact on your application



QUESTIONS