Applying to a Funding Opportunity/Solicitation For Prospective DCHS and BSK Contractors

Last Updated: 12/26/2025

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Starting in 2026, DCHS and BSK* solicitations will be managed in Agiloft

ZoomGrants *will no longer be used for solicitation management or invoicing. Providers can still access their records in the system, but no new records will be created.*

Agiloft

Agiloft *will DCHS' and their contracted providers' one-stop-shop for managing solicitations, contracting, invoicing, and provider documents.*

Best Starts for Kids (BSK) solicitations will be managed in Agiloft, regardless of whether they are being administered by King County's Department of Community and Human Services (DCHS) or Public Health

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Agiloft provides a single system for providers to interact with DCHS

MANAGE STAFF ACCOUNTS AND ACCESS

MAINTAIN COMPANY PROFILE, INCLUDING LOCATIONS

UPLOAD COMPANY-RELATED DOCUMENTS AND REPORTS

SEARCH FOR AND APPLY TO SOLICITATIONS (FUNDING OPPORTUNITIES)

ACCESS ACTIVE CONTRACTS AND RELATED DOCUMENTS

SUBMIT AND TRACK INVOICES AND SUPPORTING DOCUMENTATION

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To access Agiloft you need a Provider Profile and Provider Account Manager

Provider Profile	• Stores organization-level information and documentation • Only available for legal entities eligible to apply for DCHS funding who submit a KC W-9 • Fiscal sponsors manage applications and invoices for fiscally sponsored projects
Provider Account Manager (PAM)	• An account associated with a Provider Profile that can create and manage other staff accounts for that provider • First PAM account request must be submitted to DCHS with a signed form
Other Staff Accounts	• Accounts for other staff associated with the Provider Profile • Created and managed by Provider Account Managers • Access to invoices can be limited to certain staff

Accessing Agiloft

- To get an Agiloft account, please visit: https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/agiloft

- Follow the instructions in the welcome email to log in the first time

- There are no Agiloft-specific passwords
  - Uses the password and authentication process of the email associated with the account

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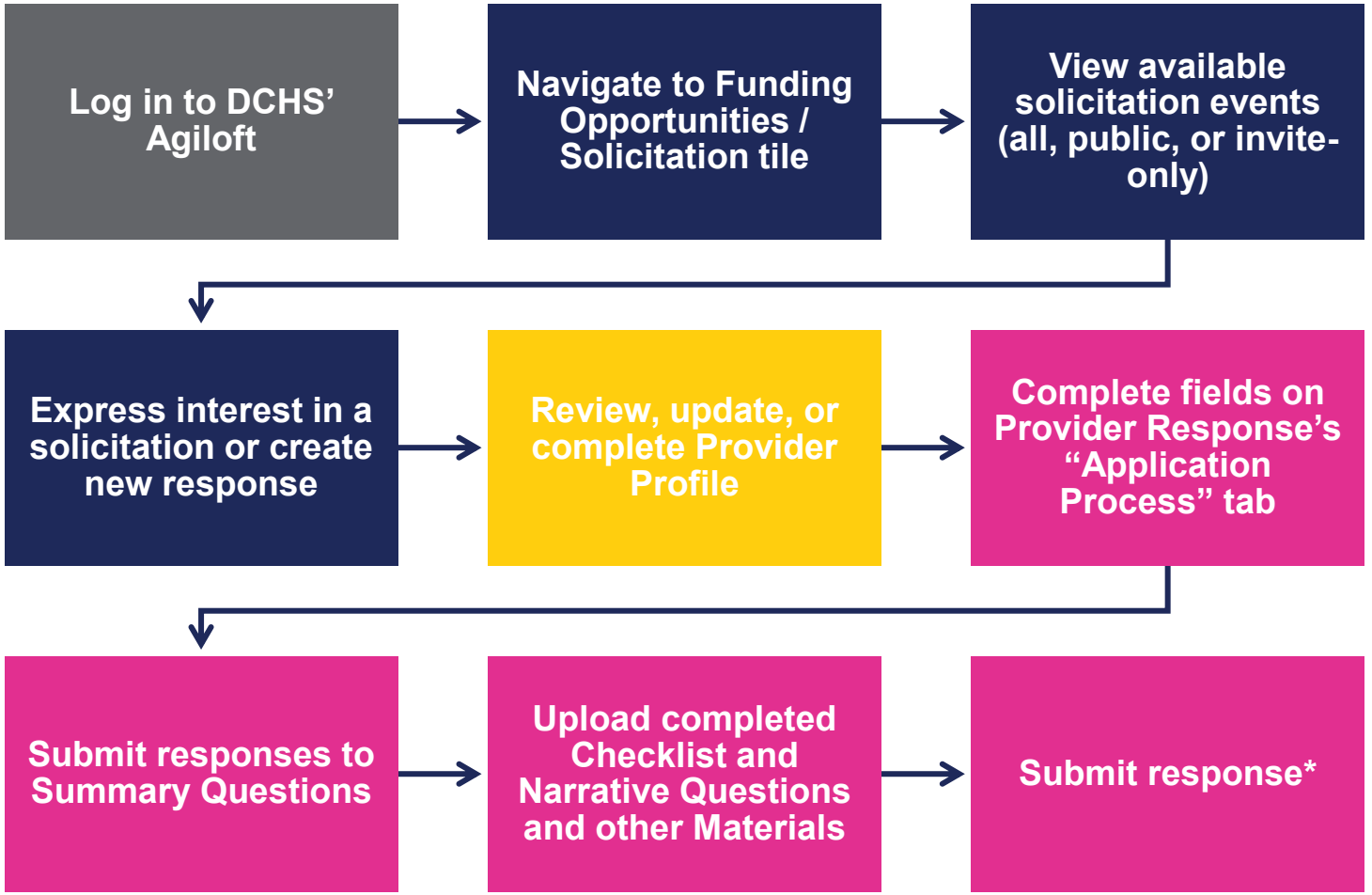
Application Process Overview

- *On "Funding Opportunities/ Solicitations" Tile: "View All Funding Opportunities/Solicitations"*
- *On "My Account" Tile: "View My Company and Users"*
- *On "Funding Opportunities/ Solicitations" Tile: "View My Company Responses": Relevant response record*



*If a pre-application process is required, this process may need to be repeated for the full application if/when the pre-application is approved

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Exploring Funding Opportunities/ Solicitations

The Funding Opportunities/Solicitations Tile

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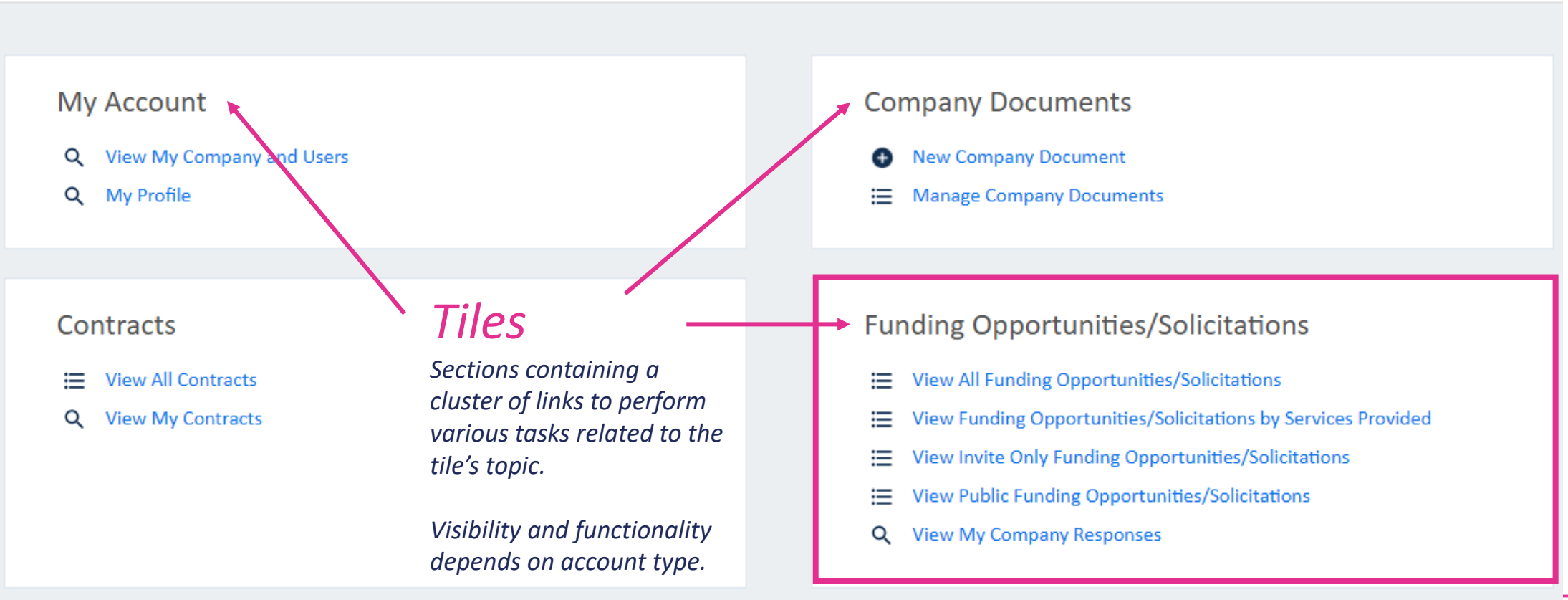
Agiloft is organized by Tiles

Click the DCHS logo to go back to the home screen



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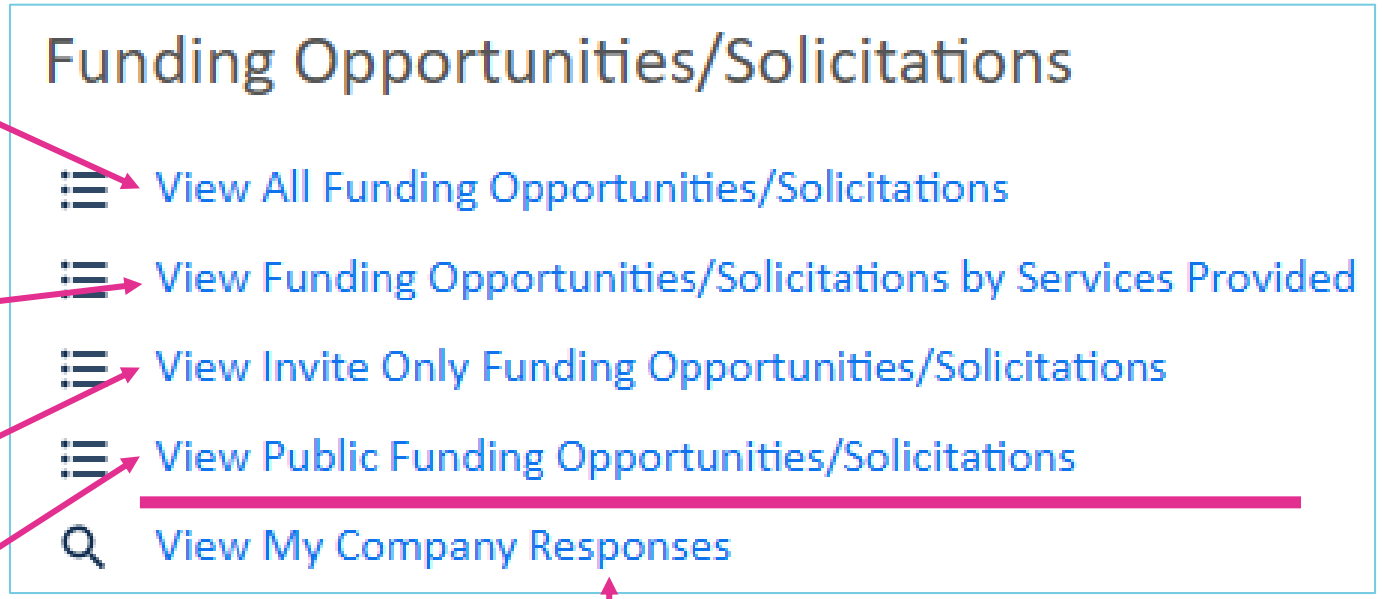
Links open differently filtered tables of funding opportunities/solicitations

All open, publicly posted and invitation-only solicitations to which your company can apply

Open, publicly posted solicitations that match your company's service focus/selected Goods and Services on your company's profile

Open invitation-only solicitations to which your company has been invited to apply

All open, publicly posted solicitations



Your company's in-progress and submitted response records/applications to funding opportunities/solicitations

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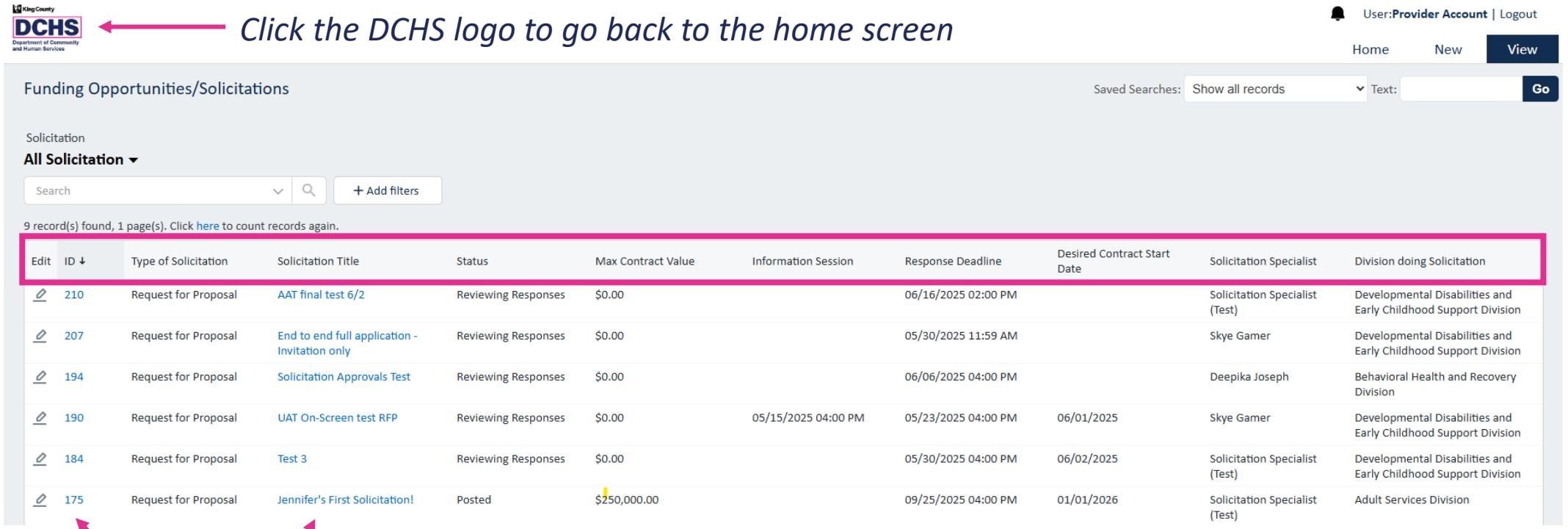
At-a glance information about funding opportunities/solicitations

Click the DCHS logo to go back to the home screen



*Click on the solicitation record **ID** or **Title** to open the record for more details*

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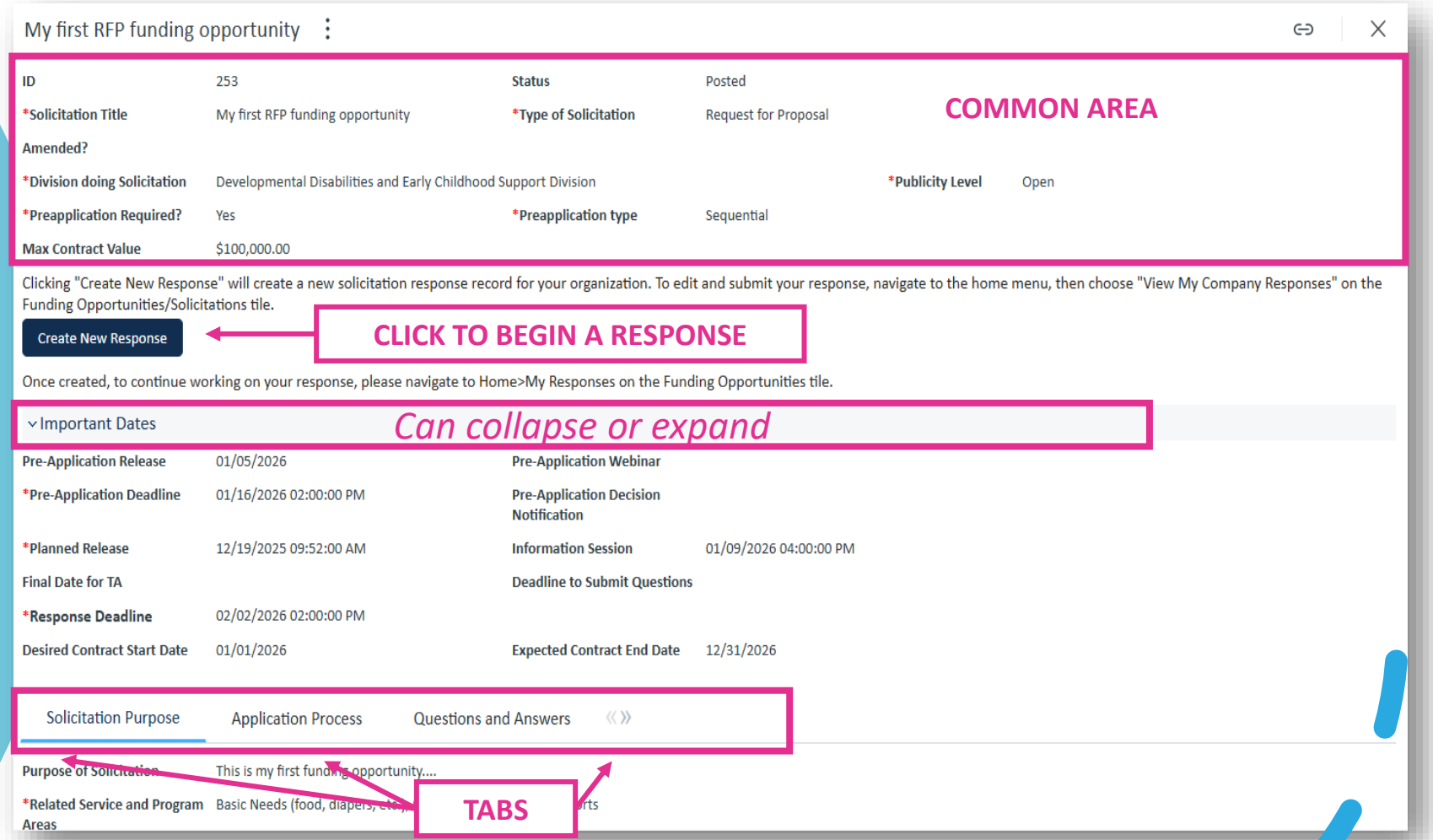
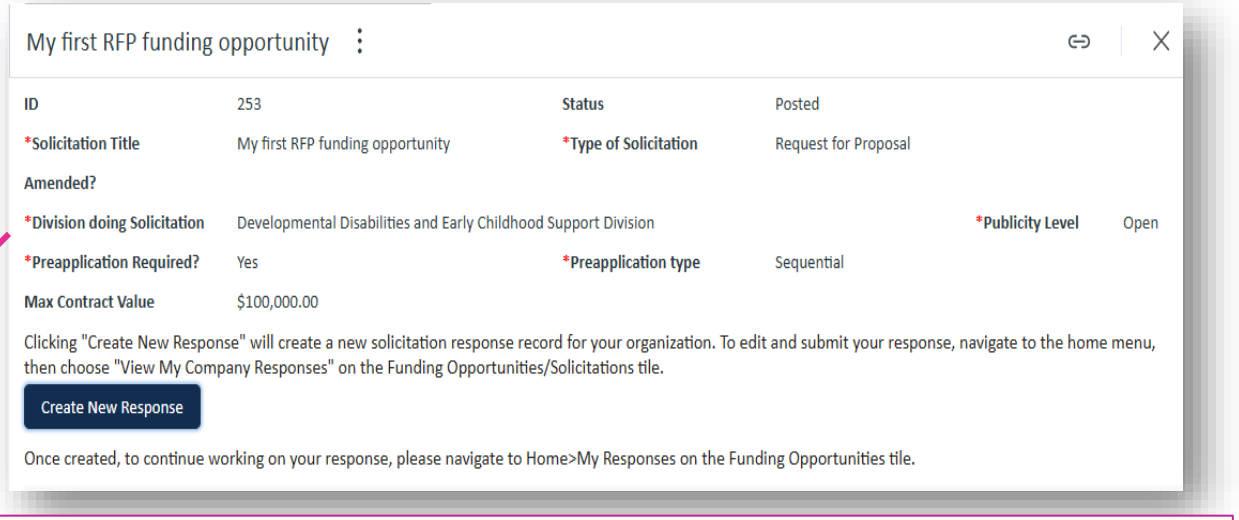
Anatomy of a Solicitation Event Record:

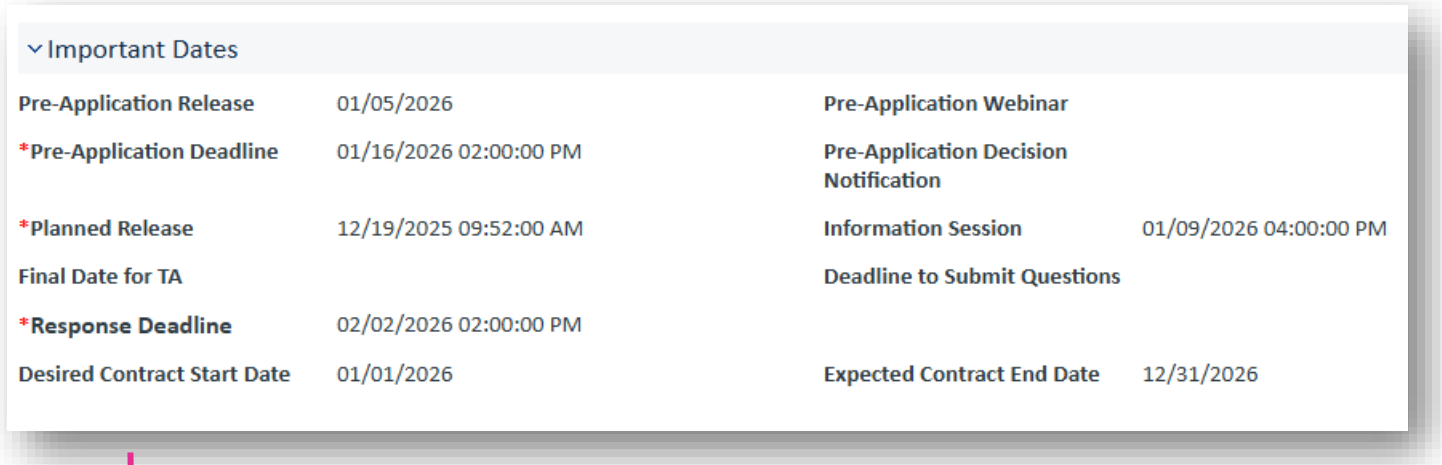
Decide if you want to apply



Solicitation Record Common Area



- ***ID:*** *Displays the unique solicitation record ID, automatically generated to identify and track the solicitation within the system.*
- ***Solicitation Title & Status****: Shows the name of the solicitation and whether it's open or closed.*
- ***Type of Solicitation:*** *Indicates the solicitation format being issued, such as RFP, RFA, RFQ, or RFI.*
- ***Division doing Solicitation:*** *Shows the DCHS division issuing and managing solicitation.*
- ***Publicity Level:*** *Indicates whether the funding opportunity is open to the public or restricted to invited applicants only.*
- ***Preapplication Required?:*** *A preliminary submission used to express interest and provide basic application details. It helps determine initial eligibility and alignment with funding priorities before a full application is invited.*
- ***Full Application:*** *A complete proposal that includes detailed funding scope, budget, timelines, and supporting documentation. Submitted after pre-application approval or when directly invited.*
- ***Preapplication Type 'Sequential':*** *A pre-application process that follows a fixed schedule. All submissions are due by a set deadline and move through review stages as a group. Decisions are issued only after the full batch of pre-applications has been received.*
- ***Rolling Preapplication:*** *A pre-application process with no fixed deadline. Submissions are accepted and reviewed continuously as they come in. Applicants may receive decisions or invitations to submit a full application at any time.*
- ***Max Contract Value:*** *Shows the total authorized dollar amount a contract can spend over its entire duration. It includes the original contract value plus any amendments, renewals, or optional extensions. This amount represents the absolute spending limit and cannot be exceeded without a formal contract modification or approval.*



Solicitation Important Dates

Pre-application Release	Date the pre-application is published and available to applicants.
Pre-application Deadline	Final date and time to submit the pre-application.
Pre-application Webinar	Scheduled webinar providing guidance on the pre-application process.
Pre-application Decision Notification	Date applicants are informed of the decision on their pre-application.
Planned Release	Expected date the full solicitation or application materials will be issued.
Information Session	Scheduled session where applicants can learn about the opportunity and ask questions.
Final Date for TA (Technical Assistance)	Last day applicants can request or receive technical assistance.
Deadline to Submit Questions	Final date applicants may submit questions about the solicitation.
Response Deadline	Final date and time to submit the full application.

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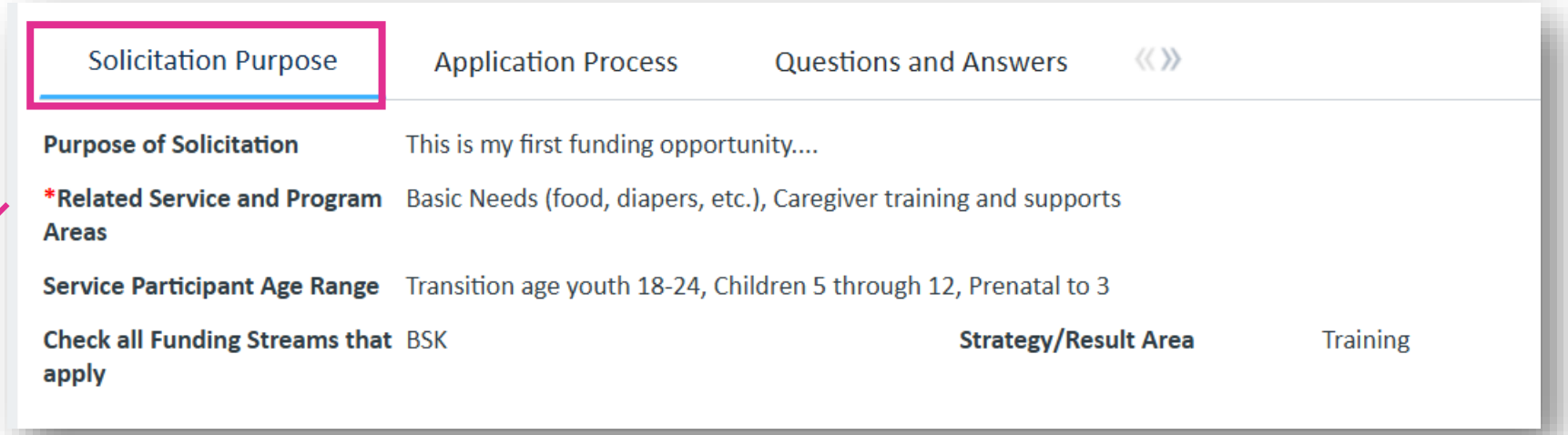
Solicitation Purpose Tab

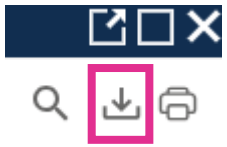


Purpose of Solicitation	Describes the primary goal of the funding opportunity, including what the solicitation aims to support, improve, or accomplish.
Related Service and Program Areas	Identifies the service categories or program areas connected to the solicitation (e.g., housing, behavioral health, youth services).
Service Participant Age Range	Specifies the age group(s) the funded services are intended to serve.
Funding Streams (Check All That Apply)	Lists the funding sources that may support the solicitation; multiple streams may be selected if the opportunity is supported by more than one funding source.
Strategy / Result Area	Indicates the strategic priority or desired outcome the solicitation aligns with, based on the division's or department's broader goals.

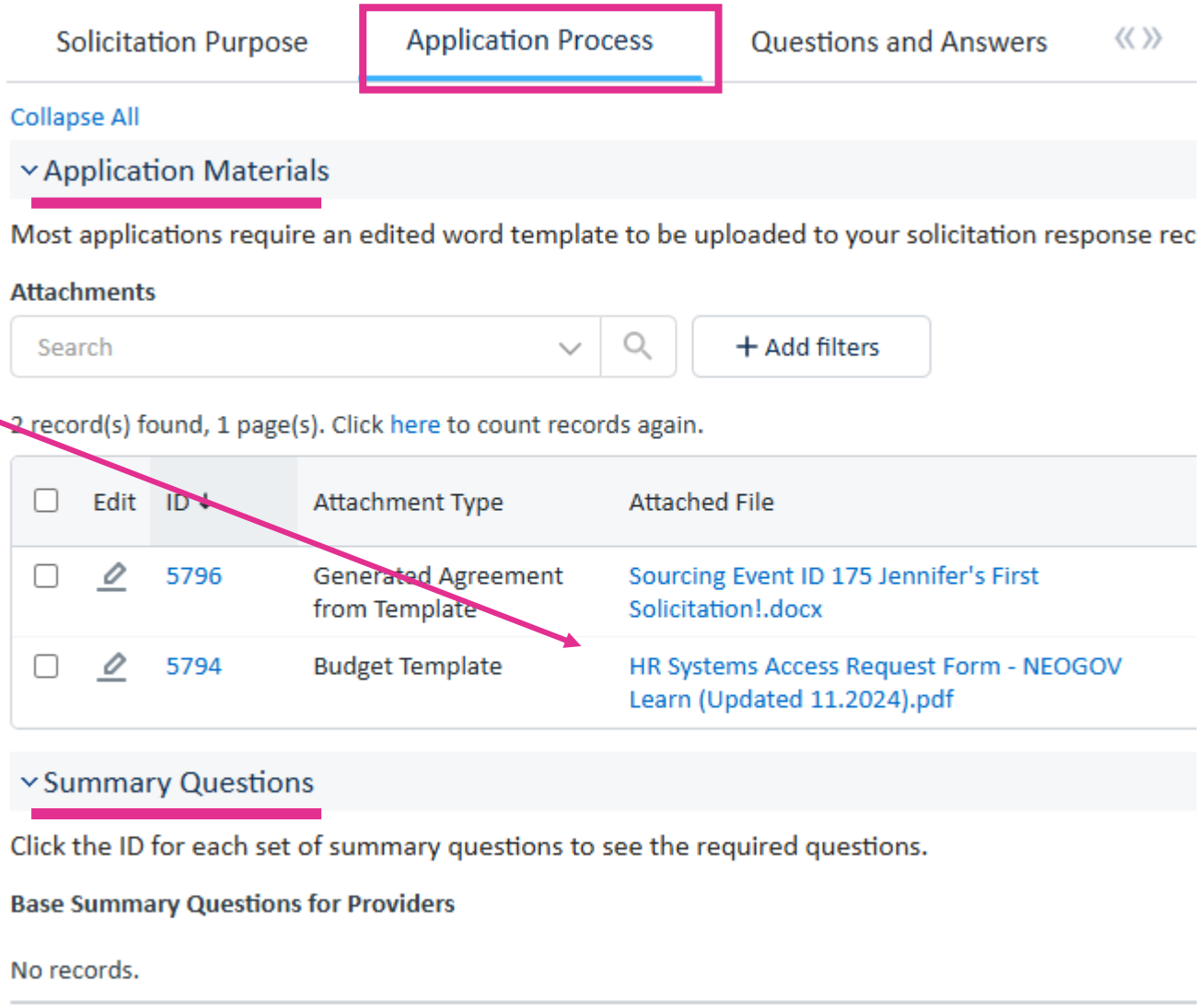
Application Process Tab

Related files for review and/or download

Click on file name or ID to open in a new window. To download, click download button on upper right corner of window.



Summary Questions will be visible when applicants create their response. They will be listed in the RFP documentation as well.



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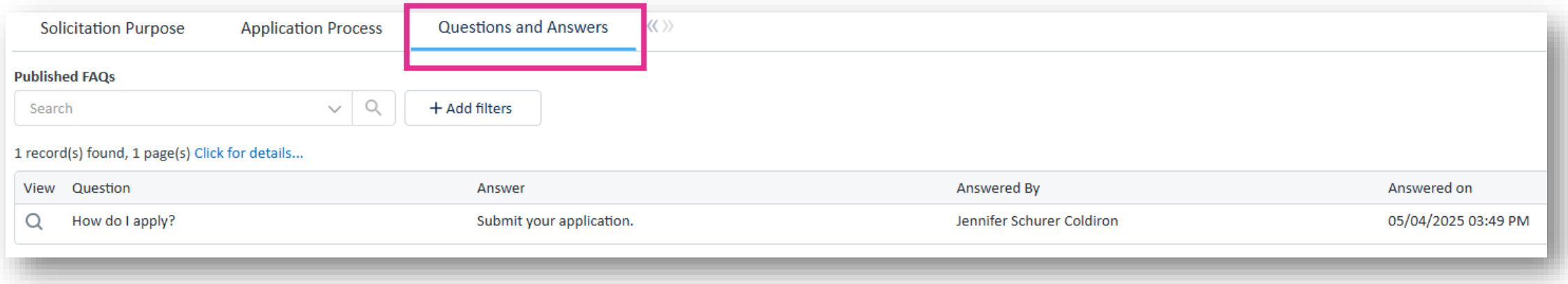
Questions and Answers Tab = FAQ



- Real-time visibility of publicly answered questions from other potential applicants
- You can ask your own questions from your organization's active Response Record, once it is created

Creating a Response Record

Starting your application

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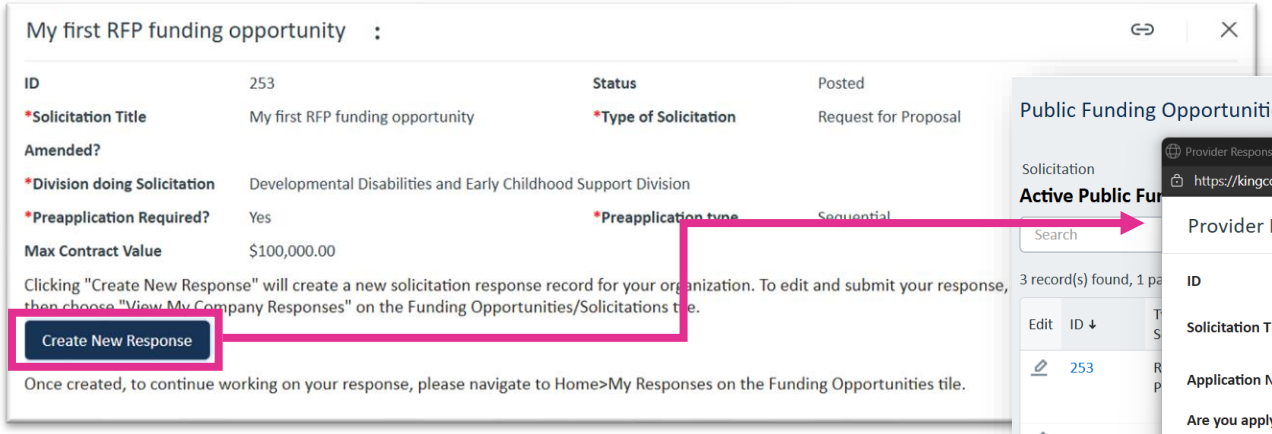
To begin an application, click “Create New Response” on solicitation record



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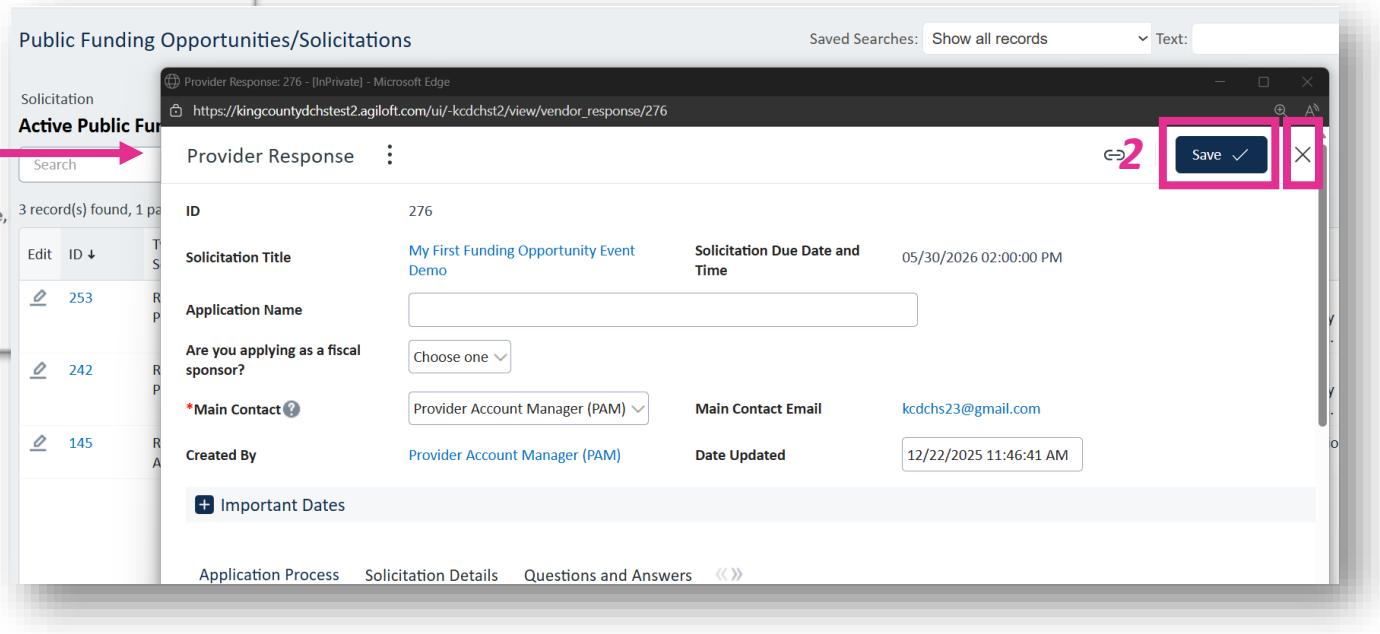

A Response Record will open in a *new window*

2

- Click “**Save**” to save the changes
- If you’re not ready or not interested to apply, click “**X**” to close the solicitation record

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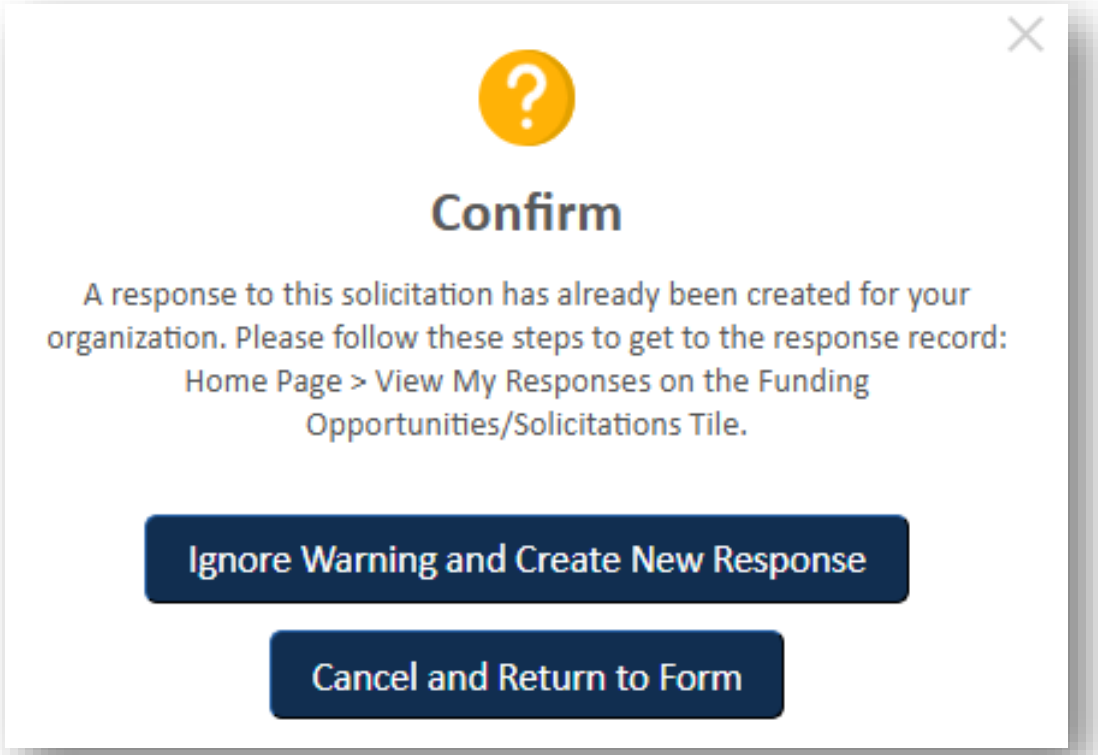
If your organization already has an active response record to the solicitation, you will see this popup



- Your organization can have more than one response record
- This might be needed if:
  - It is applying as a fiscal sponsor on behalf of another organization
  - Your organization is very large, and different divisions are proposing different programs

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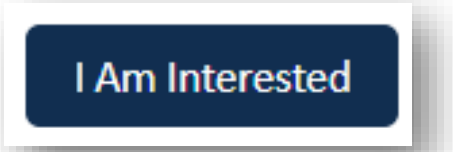
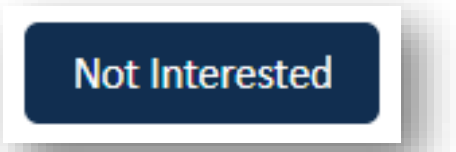
If you're invited to apply to a solicitation, a response record will be automatically created

- You do not need to "**Create New Response**"
- Directly navigate to the response record from the "**View My Company Responses**" link
  - The record will be in a "**New**" status
- Indicate whether your organization is interested in applying to the invitation-only funding opportunity/solicitation



Puts the response record into "In Progress" status



Put the response record into "Not Interested" status

Your interest can change at any time before the closing date of the solicitation event.

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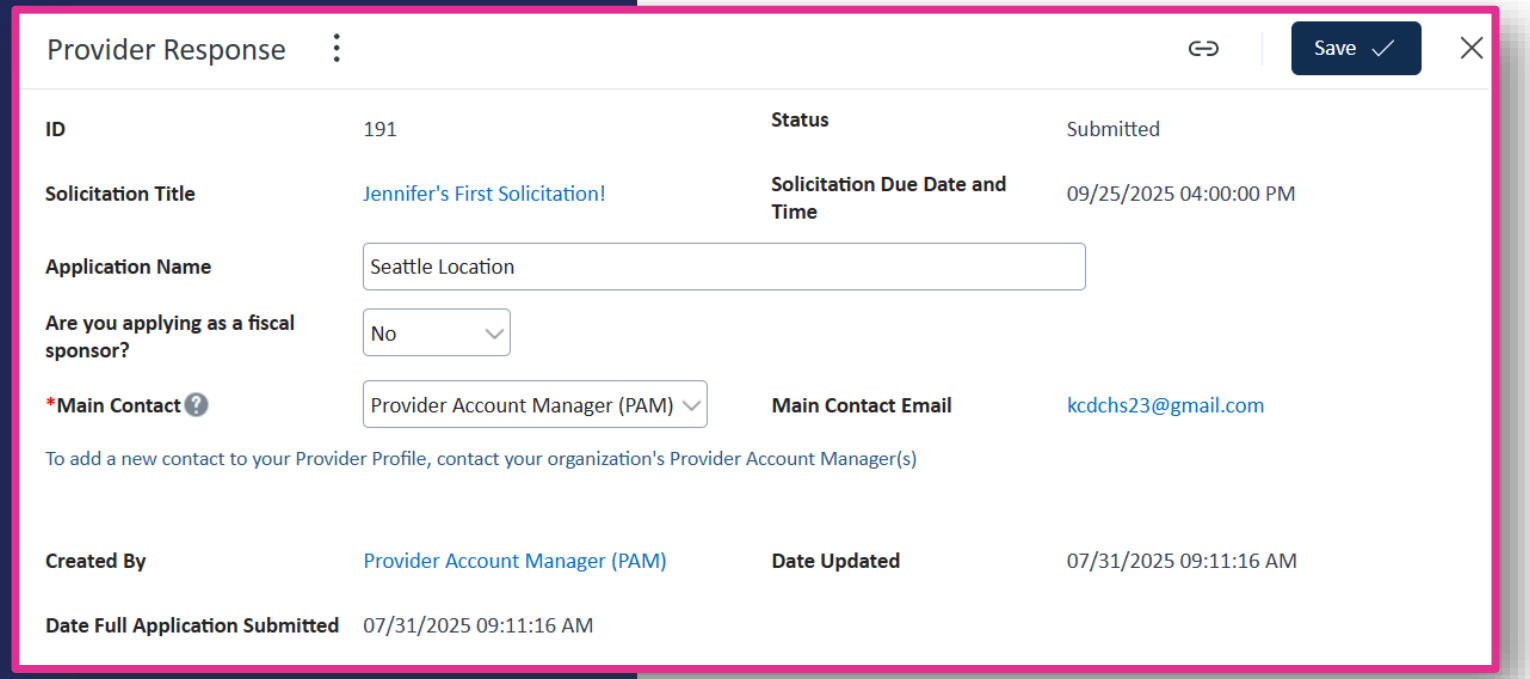
Once a Response Record is created, go directly to “View My Company Responses”

- This is where you can access and manage your Response/Application
- All solicitation materials, and questions and answers are available from your Provider Response Record

Completing an application

Managing your response record



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Access your applications by clicking "View My Company Responses"

Click the DCHS logo to go back to the home screen

Your company's in-progress and submitted applications/response records to funding opportunities/solicitations

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Typical steps to complete an application

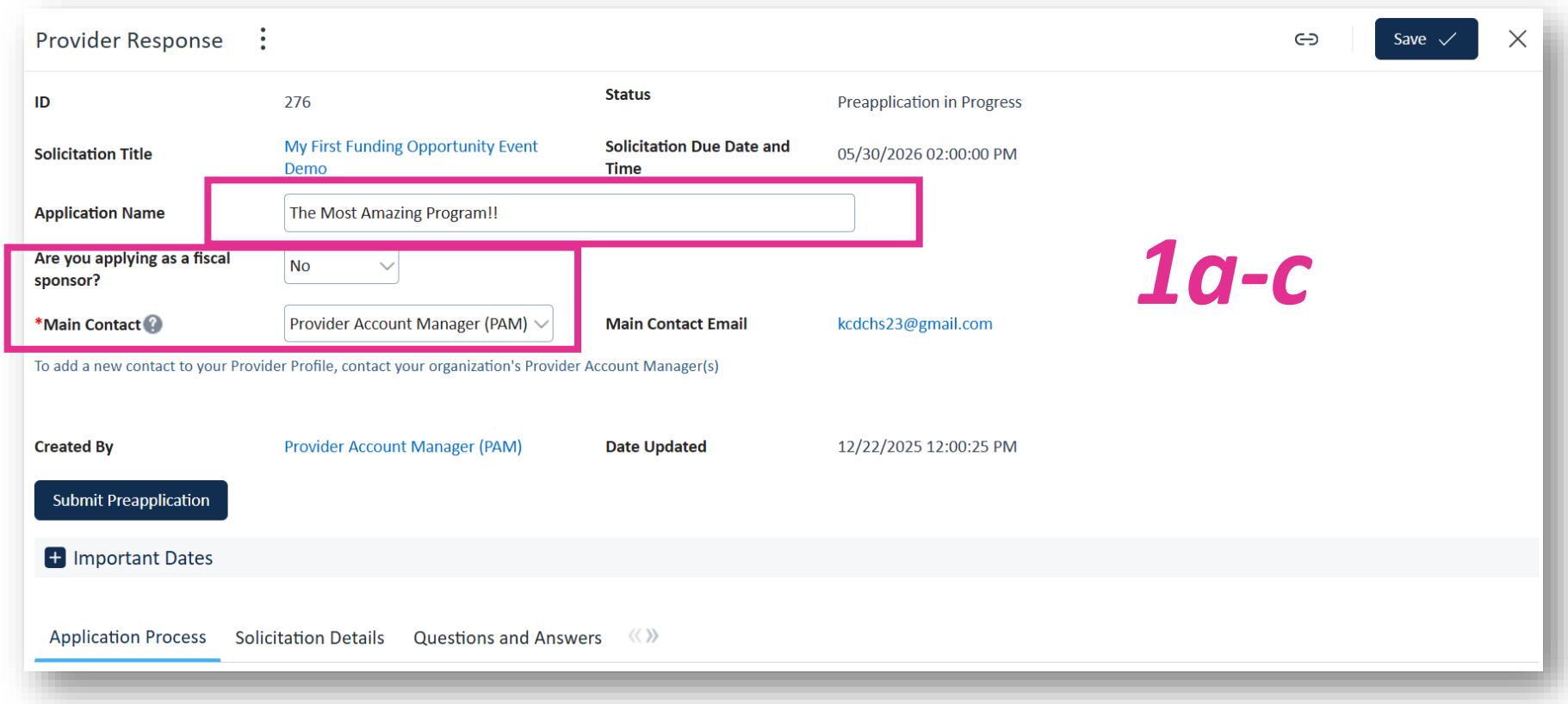
Closely review the solicitation documents and instructions for specific requirements

1. **Complete a few fields in the Common Area and Application Process tab**
    a. Application Name (typically the name of the program being proposed)
    b. Are you applying as a fiscal sponsor?
    c. Main Contact
    d. Service Modality Questions
    e. Provider Goods and Services
    f. Amount Requested
2. **Update your Company's Agiloft profile**
3. **Answer the summary questions**, if required
4. **Download, complete, and upload any required templates and other materials**
    a. Application checklist and narrative questions template
    b. Budget template
    c. Other documentation and materials?
5. **Attest to accuracy of the response and submit application**

Complete a few fields in the Common Area of your Response Record

Edit Record

Don't forget to be in "Edit" mode!



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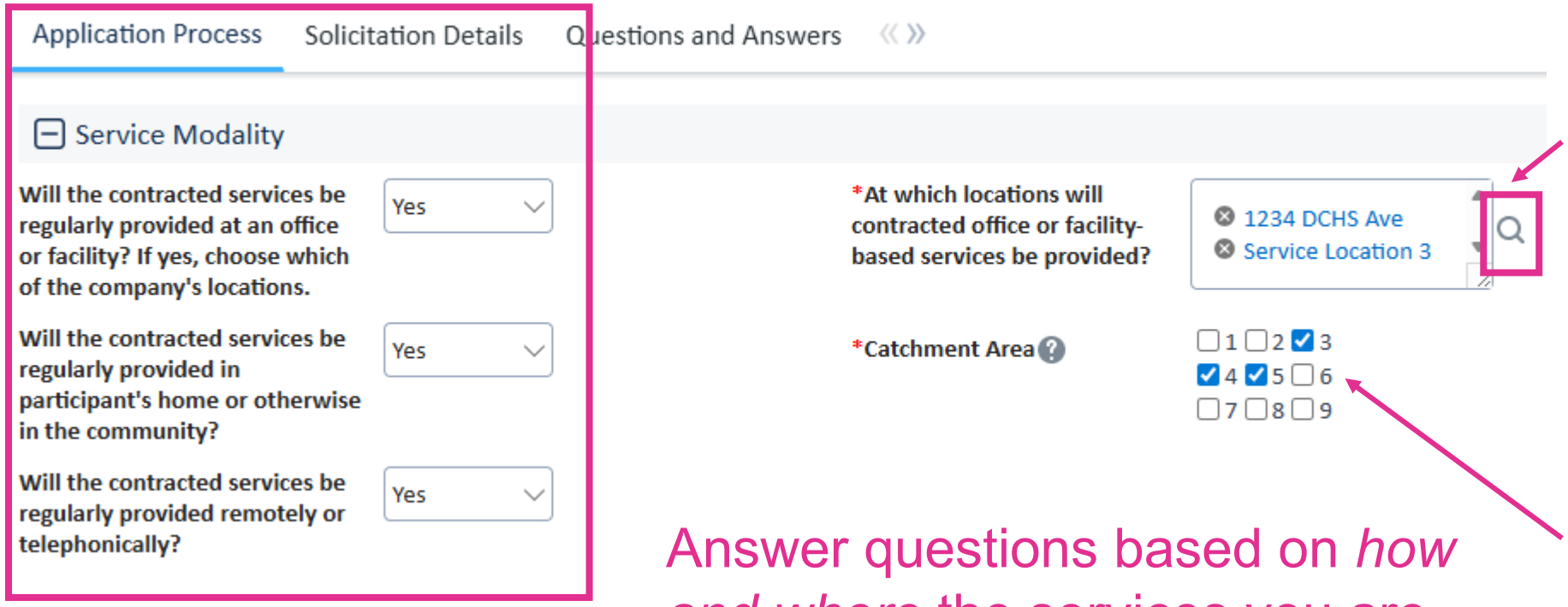
1d Complete the Application Process Tab: Service Modality

Edit Record

Don't forget to be in "Edit" mode!



Choose the address(es) where services can be regularly accessed at a specific location. Add or edit locations from your Provider Profile.

Choose KC Council Districts where you will regularly provided services in the community or participants' homes.

Answer questions based on *how and where* the services you are proposing will be provided to KC residents

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Choosing Service Modalities

Service Modality	When to Choose	Examples
Regularly provided at an **office or facility** by the contractor *or* their subcontractors for the contract	A service participant could expect to access services (find staff or programming) at a consistent physical location during specific and recurring hours. (If chosen, please specify all locations!)	In-person behavioral health services; For capital projects, the "office or facility" is the site of the investment. If there isn't a physical address, make a "Confidential" location type and just provide the city and zip code where the investment is being made.
Regularly provided in participant's **home or otherwise in the community**	The service is designed to be delivered in a participant's home or in a community setting. The setting may differ over time.	Nurse home visiting, community outreach, health/resource fairs
Regularly provided **remotely or telephonically**	The service is typically delivered via a video, phone, or text/chat.	Crisis hotline, virtual training, remote counseling or case management

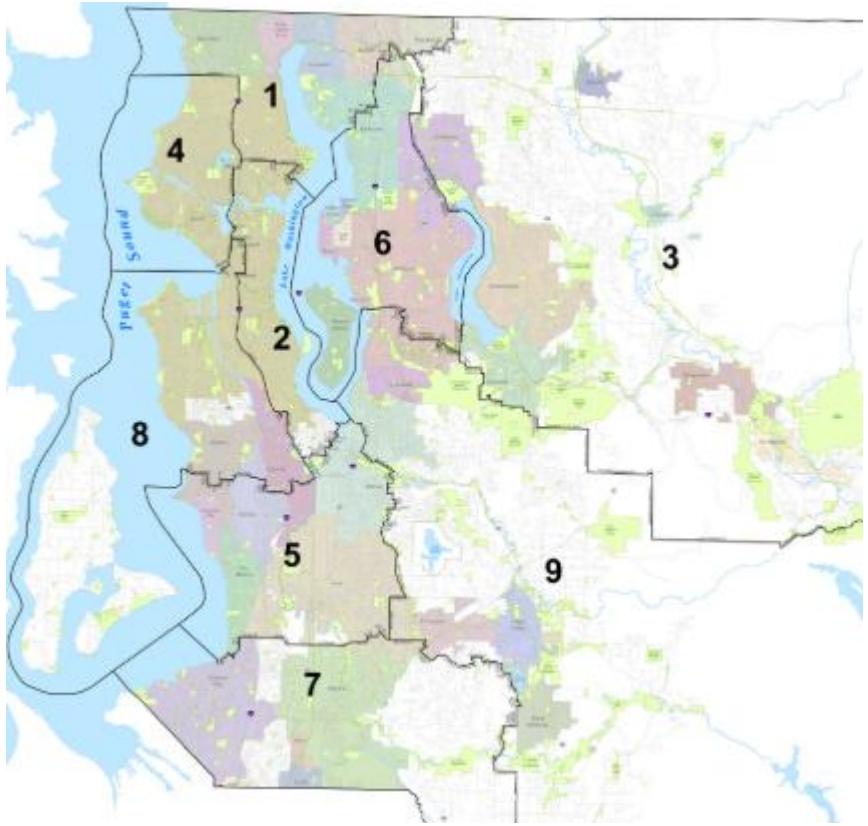
Which council districts should you include in the "Catchment Area" for community and home-based services?

"Catchment area" is meant to capture the services' priority geographical areas and/or boundaries around where staff will *routinely* travel to provide community and home-based services.

This does not have to be overly-precise.

- You can go by city, zip code, general regions, etc.

If the contractor has no priority areas or boundaries on how for their staff will routinely travel, select ALL council districts.



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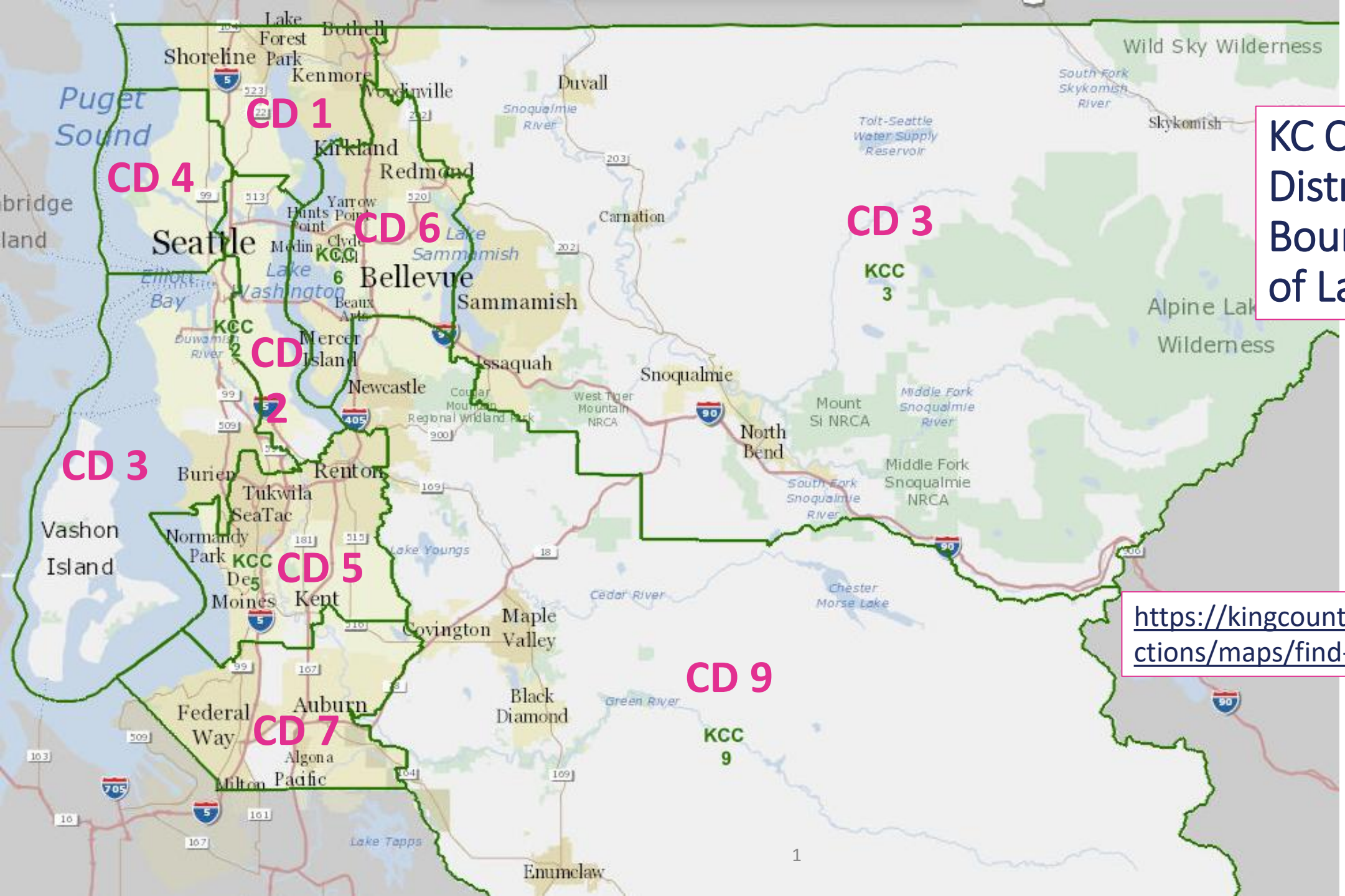


KC Council District Boundaries as of Late 2025

https://kingcounty.gov/en/dept/elections/maps/find-my-district

Complete the Application Process Tab: Goods and Services and Amount Requested

Edit Record

Don't forget to be in "Edit" mode!

1e

Provider Goods and Services

Select Goods and Services

Service(s) Provided for this Solicitation

What type of service(s) are you providing for this Solicitation?

No records.

Amount Requested $

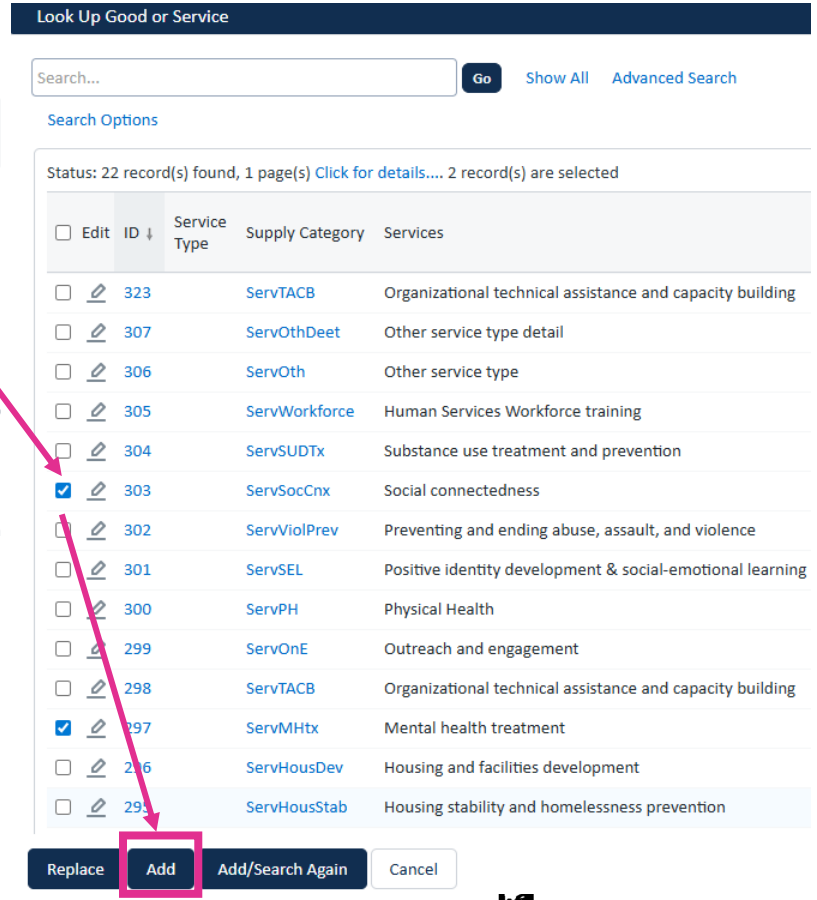
Max Contract Value $250,000.00

1f

Indicate how much funding you're requested to provide the proposed services.

Make sure this aligns with information in your budget and does not exceed the Max Contract Value available.

Select the service(s) that best describe the services you're proposing to provide in response to the solicitation.



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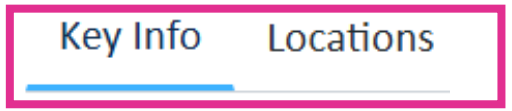
2 Provider Account Managers can update your Company's Profile

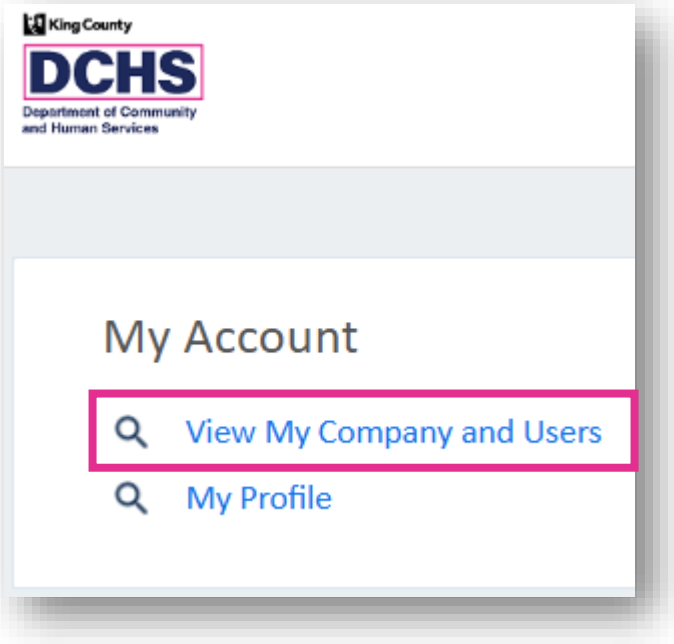
Edit Record

Don't forget to be in "Edit" mode!

Most important information to review and complete:

- "**Key Info**" tab
  - Fiscal Info
  - Goods and Services
  - Background Information
- "**Locations**" tab
  - List ALL locations in which your organizations currently provides and/or is proposing to provide DCHS-funded services





- Identify your Provider Account Manager (**PAM**) and for step-by-step instructions on completing your Company Profile, see https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/agiloft

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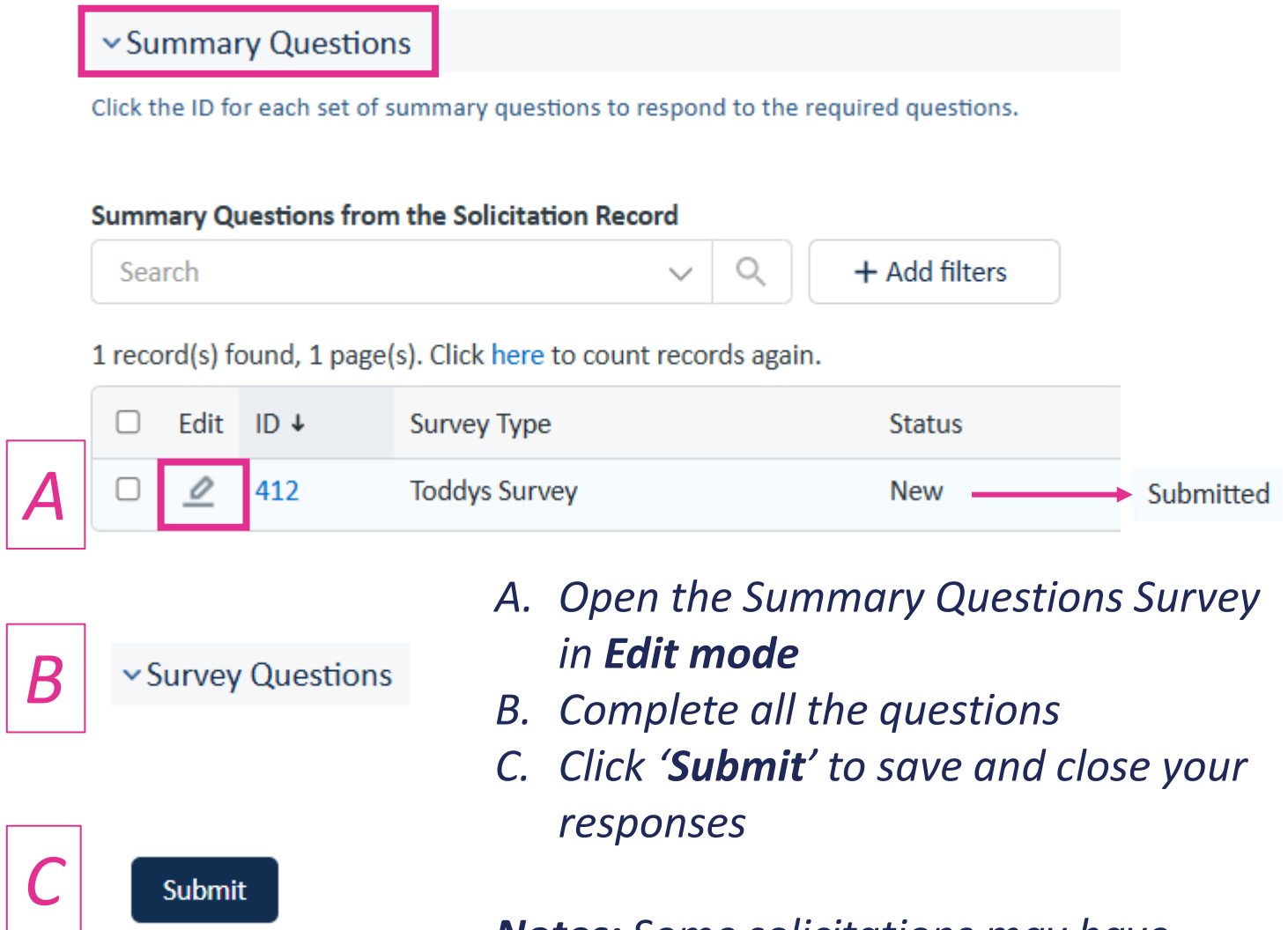
3 Complete required Summary Questions



Edit Record

Don't forget to be in "Edit" mode!

*Status will change to **'Submitted'** when submitted*

A. *Open the Summary Questions Survey in **Edit mode***
B. *Complete all the questions*
C. *Click '**Submit**' to save and close your responses*

***Notes:** Some solicitations may have multiple Summary Questions Surveys to complete.*

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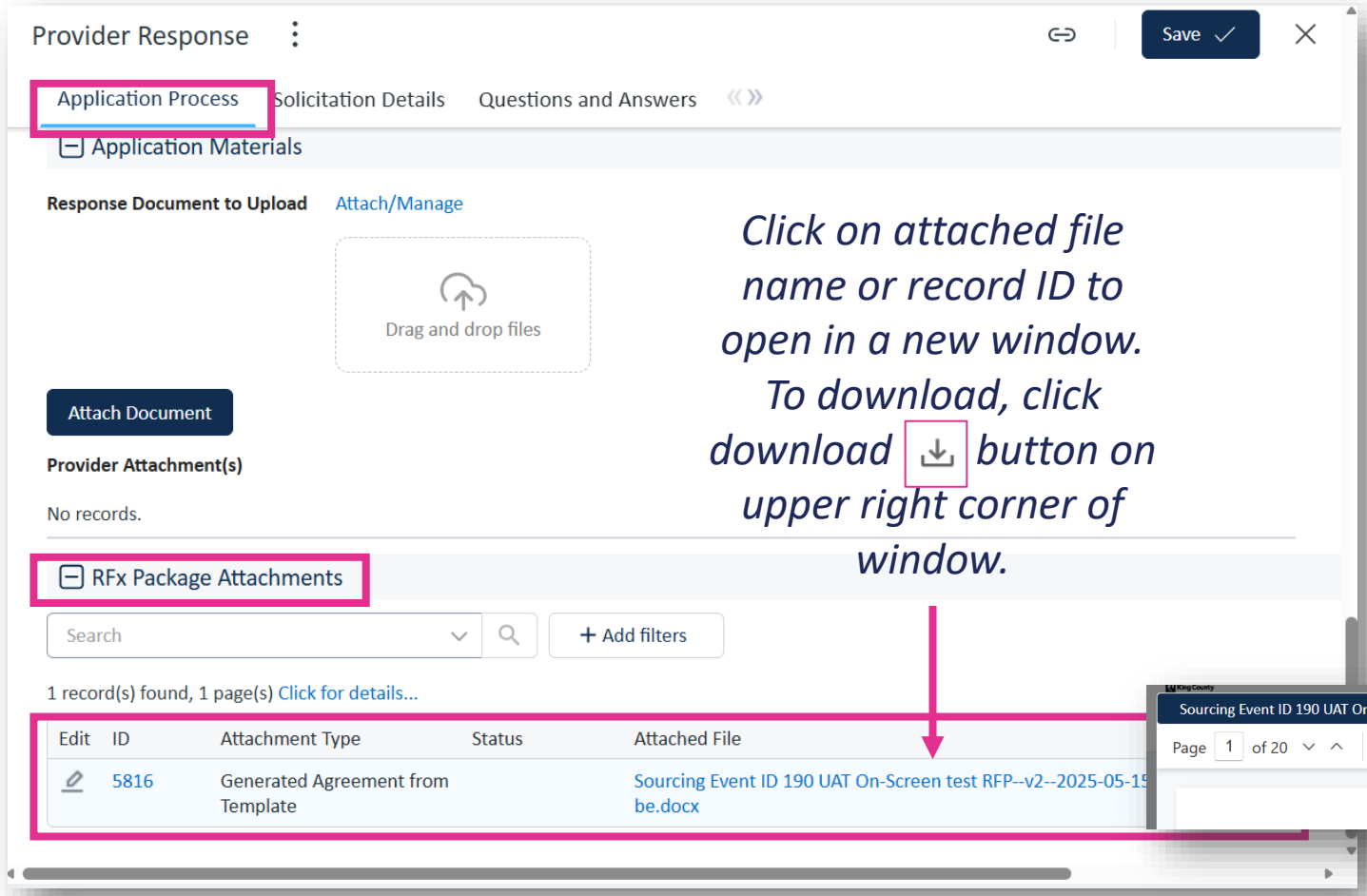
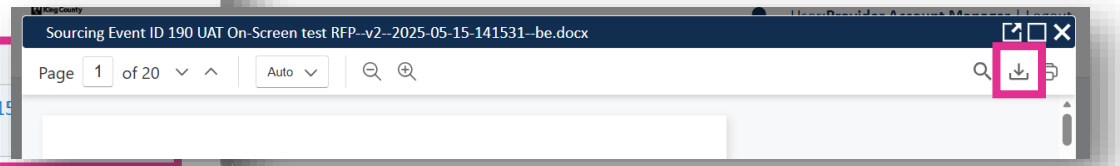
4 Download templates at bottom of "Application Process" tab



Click on attached file name or record ID to open in a new window. To download, click download button on upper right corner of window.



Common templates

- Checklist and Narrative Questions
- Budget

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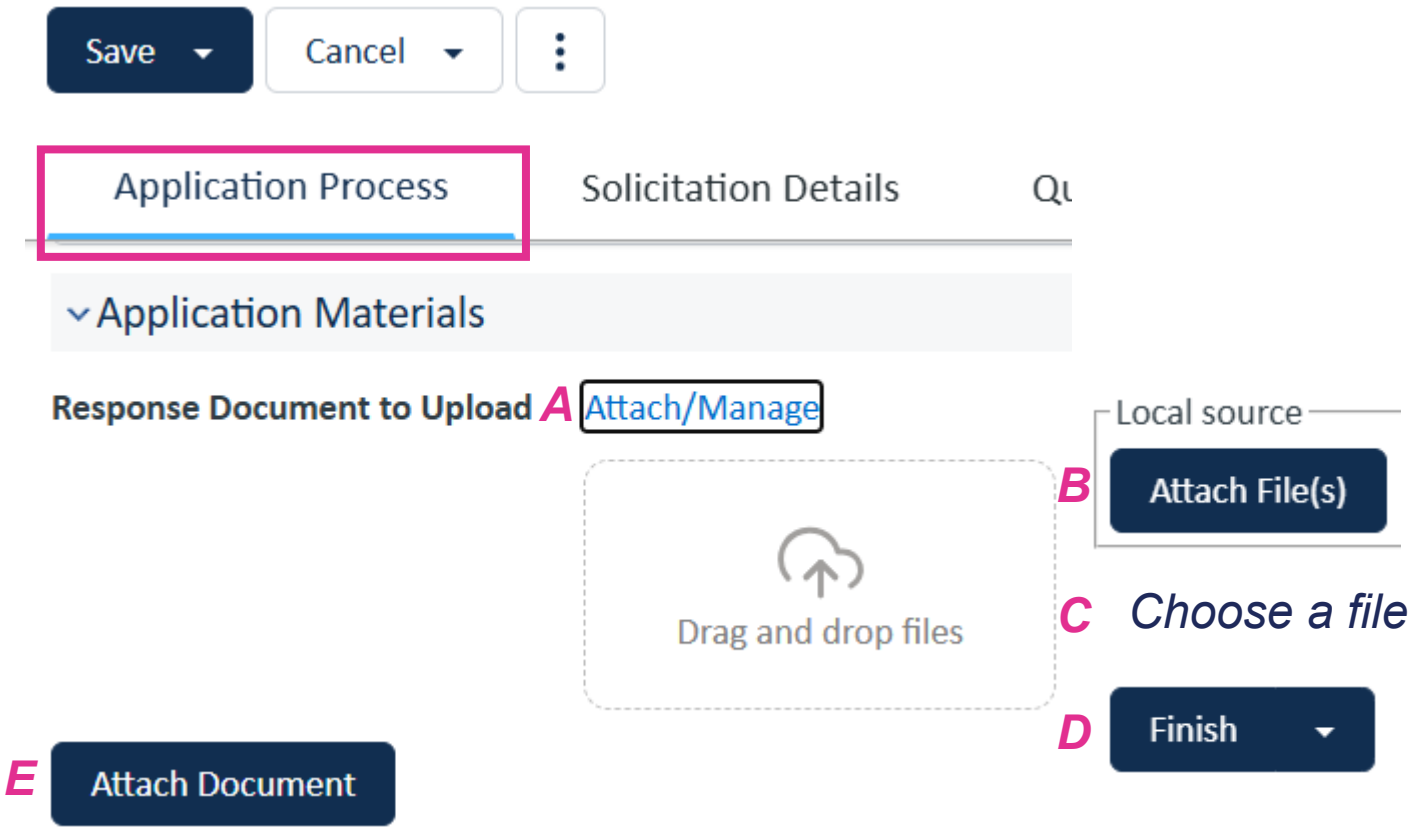
4A Answer Narrative questions in the downloadable document template

- Complete the Application Checklist and Narrative Questions following the instructions in the template document
  - Save the document as **PDF** when complete before uploading
- Other files, such as budget workbooks, program materials, and agency documents, can also be uploaded
- *Please do not upload video files*
  - If you would like to submit a video, upload it on a video hosting site, such as Vimeo or YouTube, and **provide a link** in an uploaded document or in the Narrative questions document

4 Upload required Attachments

Edit Record

Don't forget to be in "Edit" mode!



*Drag and drop a file, then click "**Attach Document**" (**E**) –OR–*

A. *Click "**Attach/Manage**"*
B. *In the popup window, lick "**Attach File(s)**"*
C. *Select the file(s) to upload from your computer's file explorer*
D. *Click "**Finish**" to close the popup window*
E. *Click "**Attach Document**" to attach the chosen files to your response record*

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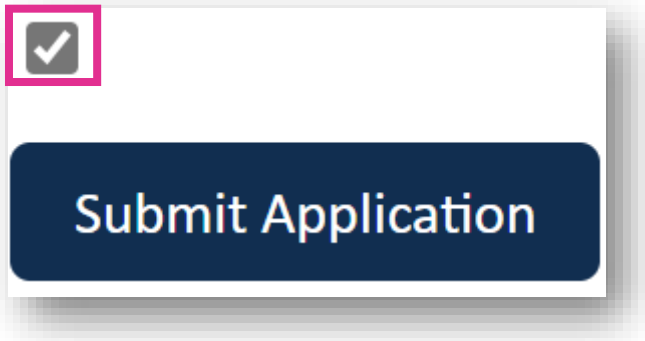
5 Once complete, attest to your application's accuracy and submit the response record

Edit Record

Don't forget to be in "Edit" mode!

This information can be found in the Common (top) Area of the response record.

*By **checking the box** below, you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates that you are a person authorized by the applying organization to make this attestation and submit this application on the organization's behalf.*



*Submitted responses can be edited and resubmitted until the **Solicitation's Response Deadline***

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Some solicitations require a pre-application before a full application

Creating and submitting a pre-application response record is the same as the process described above.

If your organization's pre-application is accepted:

- The person who submitted the pre-application will receive an email notification
- The response record will be available for full application
- Complete any additional steps required for the full application
- Submit the full application

Asking a question and seeing FAQs

The Questions and Answers Tab

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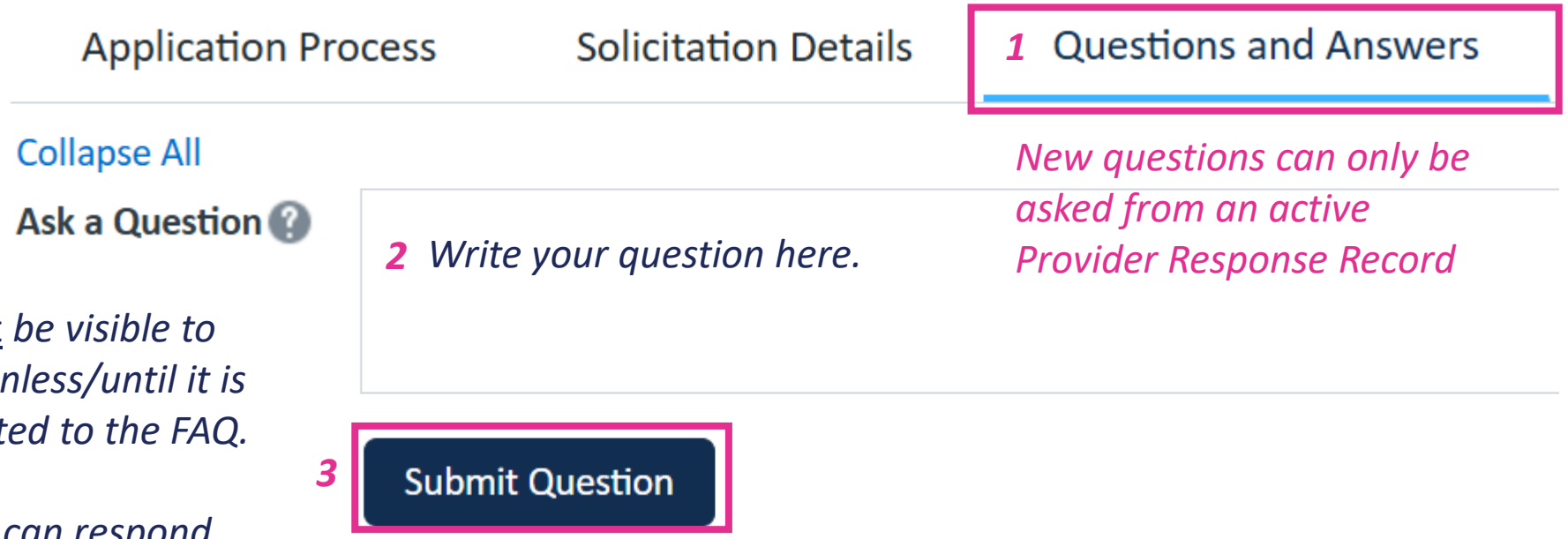
Agiloft allows for real-time questions and answers while the solicitation is open

Edit Record

Don't forget to be in "Edit" mode!



New questions can only be asked from an active Provider Response Record

Your question will not be visible to other organizations unless/until it is de-identified and posted to the FAQ.

If needed, DCHS staff can respond privately so only people in your organization can see a response.

Anyone with access to your organization's response record can ask a question

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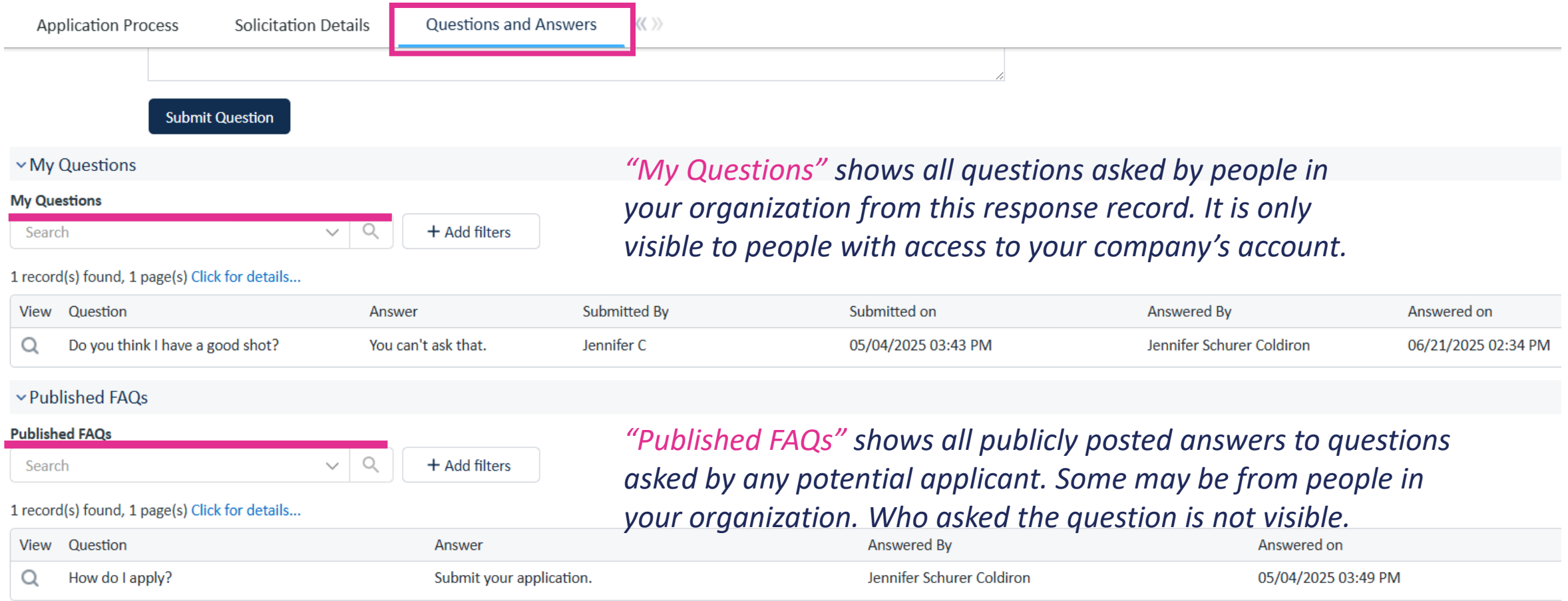
Answers to your questions will be available via email and in your Response Record



"My Questions" shows all questions asked by people in your organization from this response record. It is only visible to people with access to your company's account.

"Published FAQs" shows all publicly posted answers to questions asked by any potential applicant. Some may be from people in your organization. Who asked the question is not visible.

Routinely check the Published FAQ for new information.

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All communication about an open solicitation must be done via Agiloft

Start and submit early!

From the time a solicitation is posted until final award and declination letters are issued, ***direct communication with any DCHS staff member or review panelist about the solicitation may result in disqualification***.

- If you experience technical difficulties on the due date, please email the solicitation specialist and manager.
- Late submissions due to technical difficulties may be accepted at DCHS' discretion but are not guaranteed.

If you experience ***technical difficulties*** accessing or using Agiloft, early in the process, ***please reach out to the DCHS Agiloft Team*** at dchsagiloft@kingcounty.gov

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After application submission

Hearing about funding decisions

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Hearing about funding decisions

You will not see the status of your application past “Submitted” until all award decisions have been announced

Award and declination letters will be sent via email to the person who submitted the application

If you are awarded funding, you will eventually be asked to review a draft contract

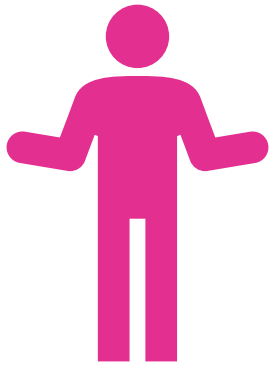
The status of the solicitation can be seen on the funding opportunity/solicitation table

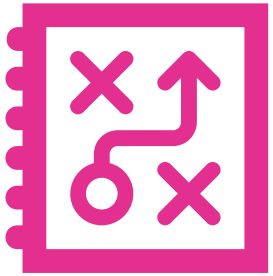
Posted = open for applications

Reviewing Responses = applications are being reviewed

Contracting = funding decisions have been made, contracting is underway

Closed = all awarded contracts have been executed





Find support at
https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/agiloft

or DCHSAgiloft@kingcounty.gov

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