



Evaluator Attestation and Response Evaluation Management For External Review Panelist

 King County

DCHS

Department of Community
and Human Services

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
- Agiloft uses the password and authentication process of the email associated with the account

Agiloft End User Portal Home Screen

You may see more tiles if you are also associated with your employer's Agiloft profile.



← Click the DCHS logo to go back to the home screen

Responses for Review

🔍 [View All Responses for Review](#)

Panelist Conflict Attestations

🔍 [View My Panelist Conflict Attestations](#)

Response Scoring Records

🔍 [View My Response Scoring Records](#)

Tiles

Sections containing a cluster of links to perform various tasks related to the tile's topic.

Visibility and functionality depends on account type.



Conflict of Interest Attestation

Flagging and resolving potential bias



What is a conflict of interest?

A conflict of interest in a solicitation review process exists when a panelist has an interest in an application that is likely to bias their evaluation of it. A panelist who has a conflict of interest with an application may not participate in its review.

A panelist has a conflict of interest if they or a close relative:

- Would financially or personally benefit from an applicant being selected;
- Is a salaried employee or consultant, whether full-time or part-time, of an applicant organization;
- Accepted compensation, a gift, or anything of value from any person who has a financial interest in an awarded contract from the application/solicitation process;
- Would receive an economic gain through access to confidential information learned during participation on the review panel;
- Has a financial interest in any contract resulting from the application/solicitation process, including accepting employment funded by a contract resulting from this solicitation process; and/or
- Any other situation where the panelist's personal goals, gains, or benefits are likely to affect the panelist's ability to ensure a fair and equitable evaluation process.

Regardless, if a panelist feels unable to provide objective advice, they must recuse themselves from the review panel and contact the Solicitation Specialist as soon as possible.

It is the responsibility of the panelist and the Solicitation Manager to assess whether there might be any potential bias that could affect the panelist's ability to evaluate the application fairly and equitably.

Conflict of interest attestation is required before viewing and scoring any applications



Your participation in this process is vital to the County's ability to meet our community's needs. Before starting the review process, we need to understand if you have any conflicts of interest with any of the organizations for whom you have been assigned to evaluate.

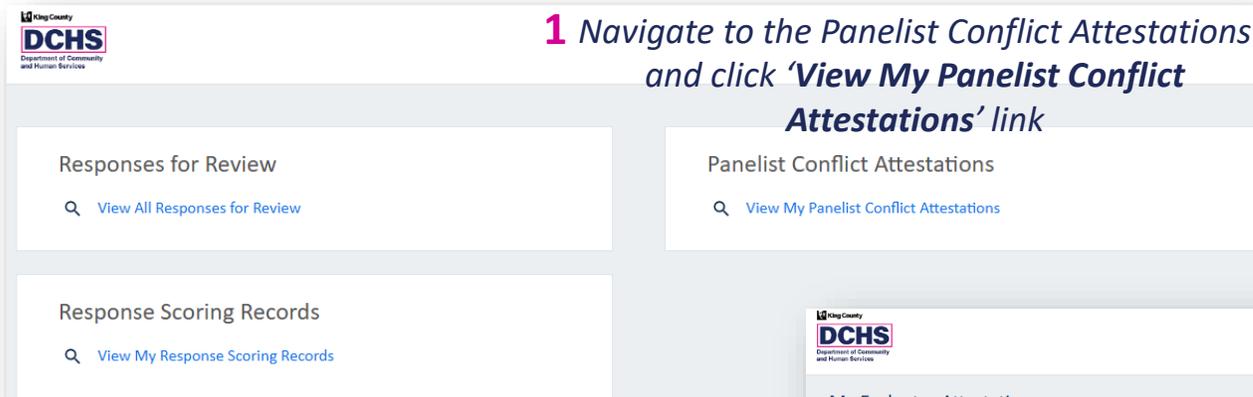


Please respond as quickly as possible. **We cannot start the review process until all panelists have attested to whether they have any conflicts of interest and the review committees have been finalized.**

DCHS must resolve panelists' conflicts of interest before any panelist can open responses for review and scoring.

To Review Conflict of Interest Request, start with an Evaluator Attestation record

- ❑ Your Solicitation Specialist will notify you via Agiloft when your Conflict of Interest attestation is ready for review and completion.



1 Navigate to the Panelist Conflict Attestations and click 'View My Panelist Conflict Attestations' link

Responses for Review
View All Responses for Review

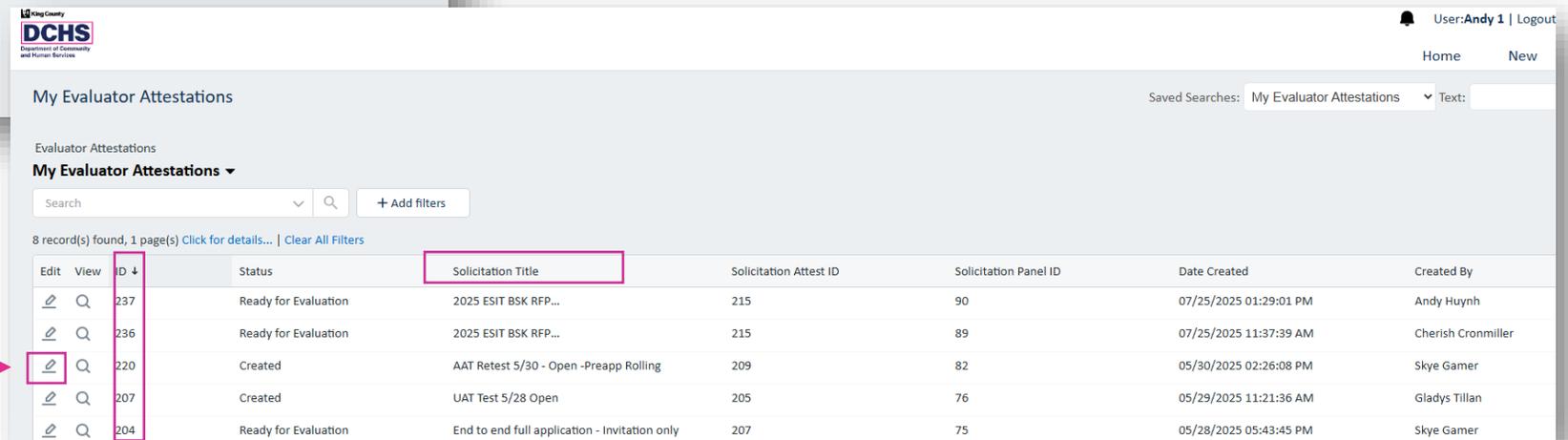
Panelist Conflict Attestations
View My Panelist Conflict Attestations

Response Scoring Records
View My Response Scoring Records

- 2** Locate the assigned Evaluator Attestation record using either the **record ID** number or the **Solicitation Title** provided in the email notification

Click on the "Edit" pencil icon to open the record in edit mode.

3



My Evaluator Attestations

8 record(s) found, 1 page(s) [Click for details...](#) | [Clear All Filters](#)

Edit	View	ID ↓	Status	Solicitation Title	Solicitation Attest ID	Solicitation Panel ID	Date Created	Created By
		237	Ready for Evaluation	2025 ESIT BSK RFP...	215	90	07/25/2025 01:29:01 PM	Andy Huynh
		236	Ready for Evaluation	2025 ESIT BSK RFP...	215	89	07/25/2025 11:37:39 AM	Cherish Cronmiller
		220	Created	AAT Retest 5/30 - Open -Preapp Rolling	209	82	05/30/2025 02:26:08 PM	Skye Gamer
		207	Created	UAT Test 5/28 Open	205	76	05/29/2025 11:21:36 AM	Gladys Tillan
		204	Ready for Evaluation	End to end full application - Invitation only	207	75	05/28/2025 05:43:45 PM	Skye Gamer

Anatomy of an Evaluator Attestations record:

Determine if you have a conflict of interest

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DCHS
Department of Community and Human Services

My Evaluator Attestations

Status: Evaluator Attestation #222 successfully updated..

Save Cancel Evaluator Attestation

ID	Status	Created
222		
Panelist Full Name	Test External User	Panelist Email
	testexternaluser@example.com	
Solicitation Title	AAT Retest 5/30 - Open -Preapp Rolling	

Provider(s)

Attest to the below Provider(s)

Search + Add filters

2 record(s) found, 1 page(s). Click [here](#) to count records again.

ID ↓	Provider	Solicitation Title	Solicitation Admin
177	Test Provider	AAT Retest 5/30 - Open -Preapp Rolling	
176	DCHS Provider Training Account	AAT Retest 5/30 - Open -Preapp Rolling	

Please affirm you do not have a conflict of interest with this organization - either as a current funder (not as a King County PPM if applicable), current (sub)contractor, Board Member, employed by in the past five years, or family member. Describe any affiliations that should be taken into consideration.

Also affirm you understand and agree that in the performance of your duties as a member of the Review Team, you agree to hold all information and discussions in confidence and understand that any disclosure in violation of this policy may result in termination of membership and participation in this process.

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

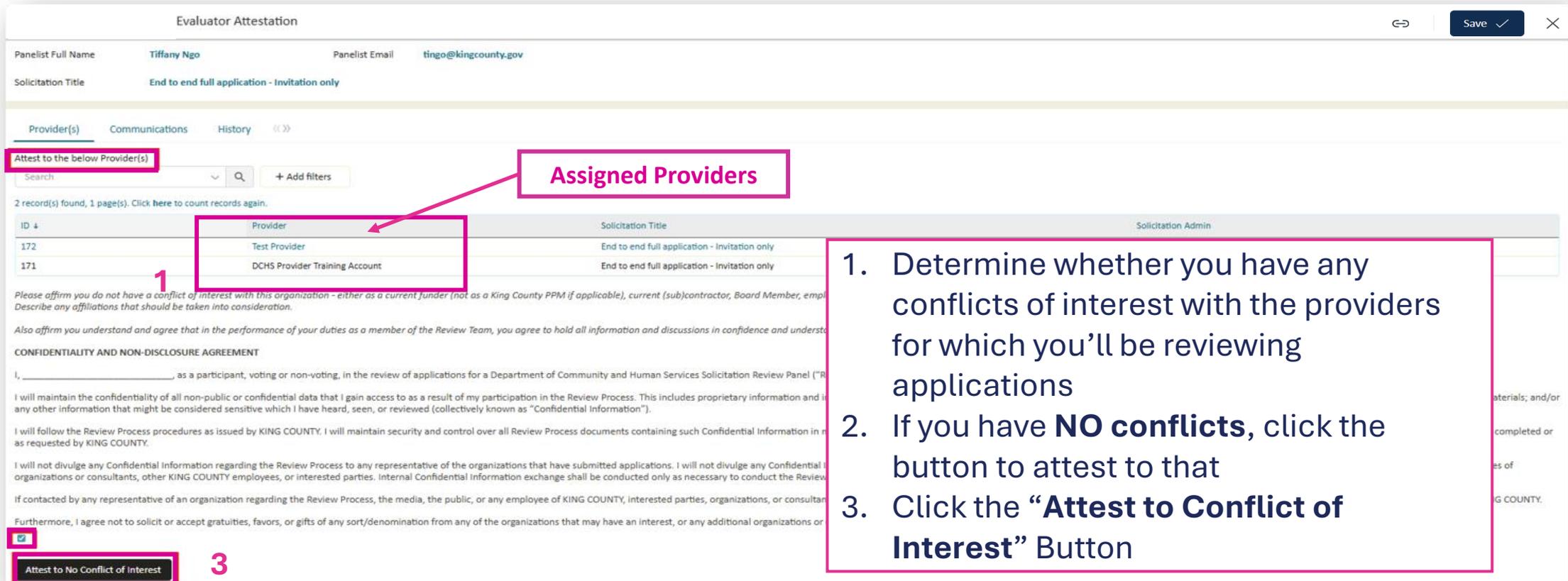
I, _____, as a participant, voting or non-voting, in the review of applications for a Department of Community and Human Services Solicitation Review Panel ("Review Process"), hereby agree that,

To indicate **NO** Conflict of Interest with the assigned Applicants

Review the non-disclosure agreement prior to checking the box to 'Attest to No Conflict of Interest'.
Click the **button directly beneath the checkbox** to submit your response.

Edit Record 

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



Assigned Providers

ID	Provider	Solicitation Title
172	Test Provider	End to end full application - Invitation only
171	DCHS Provider Training Account	End to end full application - Invitation only

1

2

3 **Attest to No Conflict of Interest**

Attest to the below Provider(s)

Search + Add filters

2 record(s) found, 1 page(s). Click [here](#) to count records again.

Please affirm you do not have a conflict of interest with this organization - either as a current vendor (not as a King County PPM if applicable), current (sub)contractor, Board Member, employee, or consultant. Describe any affiliations that should be taken into consideration.

Also affirm you understand and agree that in the performance of your duties as a member of the Review Team, you agree to hold all information and discussions in confidence and understand that this information is confidential.

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

I, _____, as a participant, voting or non-voting, in the review of applications for a Department of Community and Human Services Solicitation Review Panel ("Review Panel")...

I will maintain the confidentiality of all non-public or confidential data that I gain access to as a result of my participation in the Review Process. This includes proprietary information and any other information that might be considered sensitive which I have heard, seen, or reviewed (collectively known as "Confidential Information").

I will follow the Review Process procedures as issued by KING COUNTY. I will maintain security and control over all Review Process documents containing such Confidential Information in accordance with the policies as requested by KING COUNTY.

I will not divulge any Confidential Information regarding the Review Process to any representative of the organizations that have submitted applications. I will not divulge any Confidential Information to any organizations or consultants, other KING COUNTY employees, or interested parties. Internal Confidential Information exchange shall be conducted only as necessary to conduct the Review Process.

If contacted by any representative of an organization regarding the Review Process, the media, the public, or any employee of KING COUNTY, interested parties, organizations, or consultants, I will not divulge any Confidential Information regarding the Review Process to any representative of the organizations that have submitted applications, other KING COUNTY employees, or interested parties.

Furthermore, I agree not to solicit or accept gratuities, favors, or gifts of any sort/denomination from any of the organizations that may have an interest, or any additional organizations or individuals, in the Review Process.

1. Determine whether you have any conflicts of interest with the providers for which you'll be reviewing applications
2. If you have **NO** conflicts, click the button to attest to that
3. Click the **"Attest to Conflict of Interest"** Button

Note: Please ensure you are in *Edit* mode by clicking the **Edit** button located in the top-right corner.

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Department of Community and Human Services

Record Status with **NO** Conflicts

Evaluator Attestation ⋮ ↔ Save ✓ ✕

ID	243	Status	Attested To
Panelist Full Name	Andy 1 Huynh	Panelist Email	andy@xyz.org
Solicitation Title	UAT Test 5/28 Open		

- Once the attestation response has been submitted, the status of the corresponding evaluator attestation record should be updated to **“Attested to”**

To indicate Conflict of Interest with the assigned Applicants

- Review the non-disclosure agreement prior to adding reason of conflict
- In the Conflict-of-Interest section, locate the text box designated for entering a reason. Provide a clear and concise explanation for your potential conflict.
- Click the **button located beneath the text box** to finalize and submit your response.

Edit Record 

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

My Evaluator Attestations Saved Searches: My Evaluator Attestations Text:

↔ Save ✓ ✕

Solicitation Title: UAT Test 5/28 Open

Provider(s) << >>

Attest to the below Provider(s)

Search + Add filters

2 record(s) found, 1 page(s). Click [here](#) to count records again.

ID ↓	Provider	Solicitation Title	Solicitation Admin
168	DCHS Provider Training Account	UAT Test 5/28 Open	Andy Huynh
167	Test Provider	UAT Test 5/28 Open	

Please affirm you do not have a conflict of interest with this organization - either as a current funder (not as a King County PPM if applicable), current (sub)contractor, Board Member, employed by in the past. Describe any affiliations that should be taken into consideration.

Also affirm you understand and agree that in the performance of your duties as a member of the Review Team, you agree to hold all information and discussions in confidence and understand that any disclosure of such information to any other person is strictly prohibited.

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

I, _____, as a participant, voting or non-voting, in the review of applications for a Department of Community and Human Services Solicitation Review Panel ("Review Process"), hereby agree to the following terms and conditions:

I will maintain the confidentiality of all non-public or confidential data that I gain access to as a result of my participation in the Review Process. This includes proprietary information and information designated as confidential, trade secrets, or other information that might be considered sensitive which I have heard, seen, or reviewed (collectively known as "Confidential Information").

I will follow the Review Process procedures as issued by KING COUNTY. I will maintain security and control over all Review Process documents containing such Confidential Information in my custody during the Review Process and as requested by KING COUNTY.

I will not divulge any Confidential Information regarding the Review Process to any representative of the organizations that have submitted applications. I will not divulge any Confidential Information regarding the Review Process to any representative of the organizations or consultants, other KING COUNTY employees, or interested parties. Internal Confidential Information exchange shall be conducted only as necessary to conduct the Review Process.

If contacted by any representative of an organization regarding the Review Process, the media, the public, or any employee of KING COUNTY, interested parties, organizations, or consultants not involved in the Review Process, I will not discuss the Review Process with them.

Furthermore, I agree not to solicit or accept gratuities, favors, or gifts of any sort/denomination from any of the organizations that may have an interest in the Review Process, or any additional organizations or consultants that contact me.

Conflict of Interest Reason

I have a conflict...|

Conflict of Interest

Assigned Providers

1

2

3

1. Determine whether you have any conflicts of interest with the providers for which you'll be reviewing applications
2. If you **DO** have any conflicts, explain which organization(s) you have a potential conflict with and the nature of the conflict
3. Click the "**Conflict of Interest**" Button

Record Status WITH Conflict(s)

Evaluator Attestation ⋮ ↔ Save ✓ ✕

ID	240	Status	Conflict of Interest
Panelist Full Name	Andy 1 Huynh	Panelist Email	andy@xyz.org
Solicitation Title	End to end full application - Invitation only		

- Once the attestation response has been submitted, the status of the corresponding evaluator attestation record should be updated to “**Conflict of Interest**”



WHAT'S NEXT

- Please wait for the email notification confirming you may proceed
- Once notified, log in to Agiloft to begin reviewing your assigned application(s)
- No action is required until you receive the email notification

Note: All assigned panelists must complete the Conflict of Interest (COI) attestation before the panel can proceed to the next phase.



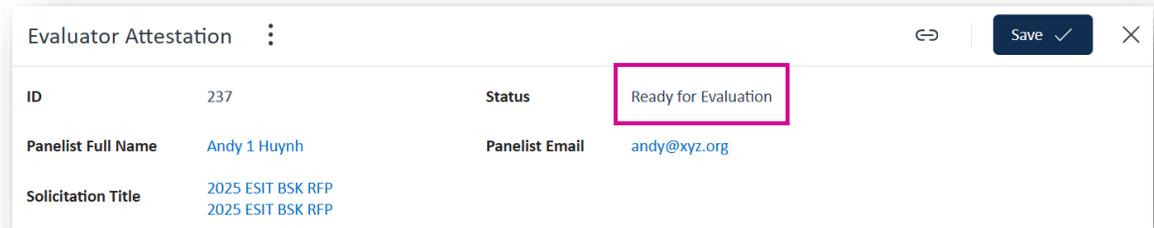
Reviewing and Scoring Provider Applications

The important stuff!



Provider Application is Ready to Score

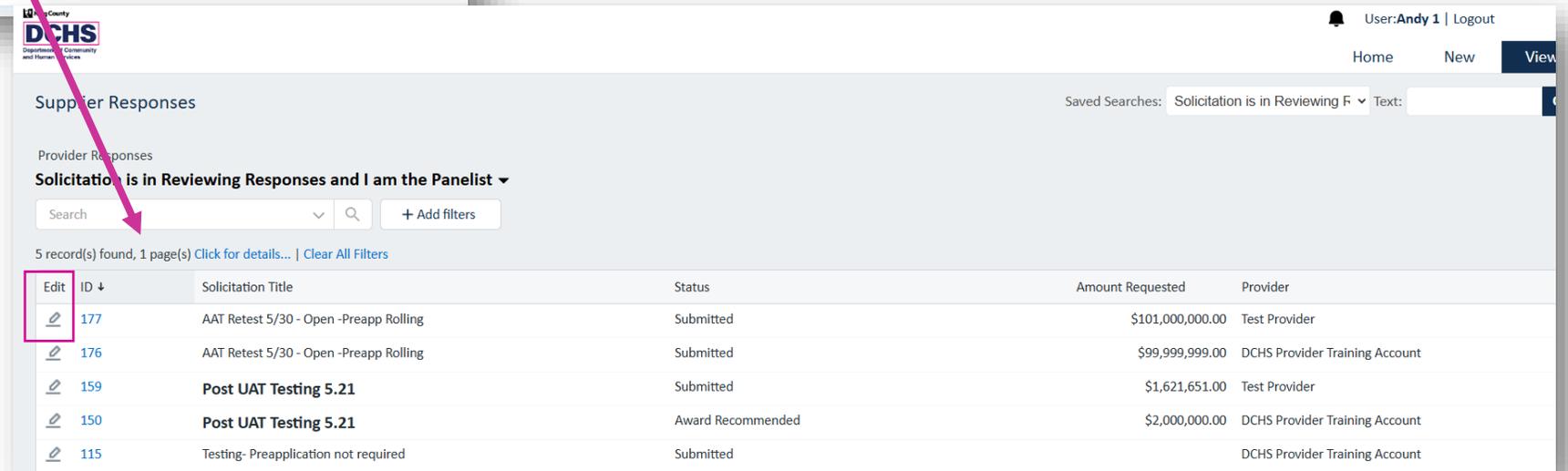
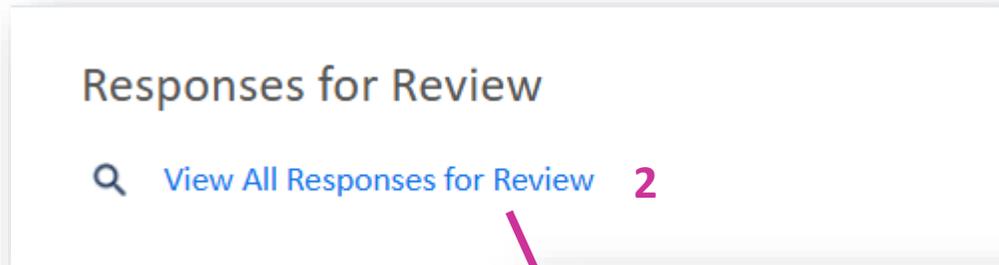
- Once the Panelist portion is complete, the DCHS Solicitation Specialist will signal that provider responses are ready for evaluation by sending an Agiloft email notification.
- Agiloft then automatically notifies assigned Panelists that it's time to begin reviewing the provider responses.
- At this stage, the Evaluator Attestation record status should be updated to “**Ready for Evaluation**”.



Evaluator Attestation		Status
ID	237	Ready for Evaluation
Panelist Full Name	Andy 1 Huynh	Panelist Email
Solicitation Title	2025 ESIT BSK RFP 2025 ESIT BSK RFP	andy@xyz.org

Locate Provider Responses

- 1 Navigate to the **Responses for Review** Tile and locate the provider responses assigned to you. Click the **Edit (pencil) icon** next to a response to open the full provider record for review.



Supplier Responses

Provider Responses

Solicitation is in Reviewing Responses and I am the Panelist

Search + Add filters

5 record(s) found, 1 page(s) [Click for details...](#) | [Clear All Filters](#)

Edit	ID ↓	Solicitation Title	Status	Amount Requested	Provider
	177	AAT Retest 5/30 - Open -Preapp Rolling	Submitted	\$101,000,000.00	Test Provider
	176	AAT Retest 5/30 - Open -Preapp Rolling	Submitted	\$99,999,999.00	DCHS Provider Training Account
	159	Post UAT Testing 5.21	Submitted	\$1,621,651.00	Test Provider
	150	Post UAT Testing 5.21	Award Recommended	\$2,000,000.00	DCHS Provider Training Account
	115	Testing- Preapplication not required	Submitted		DCHS Provider Training Account

Starting a Provider Response Evaluation Record

- Review the provider's response in the **Application Process** tab. Then go to the **Scoring** tab and locate the automated Response Evaluation record created in **Pending** status.
- If **NO** record exists, select **Create Response Evaluation** to generate a new evaluation. A Response Evaluation record will be created automatically with the status set to **Pending**.

The screenshot shows a web application interface for managing provider response evaluations. It includes a header with application details, a navigation bar with tabs for 'Application Process', 'Solicitation Details', and 'Scoring'. A 'Create Response Evaluation' button is visible in the 'Scoring' tab. Below this is a table of evaluations with columns for 'Edit', 'ID', 'Status', 'Provider', 'Evaluation Type', 'Panelist', 'Date Scoring Completed', 'Solicitation Scoring Method', 'Score', and 'Score'. A callout box on the right contains three numbered steps: 1. Navigate to the Provider Response record's 'Scoring' tab; 2. Click 'Create Response Evaluation'; 3. Open Response Evaluation in Edit Mode by clicking the edit/pencil icon.

1. Navigate to the Provider Response record's "Scoring" tab
2. Click "Create Response Evaluation"
3. Open Response Evaluation in Edit Mode by clicking the edit/pencil icon

**To edit a Response Evaluation record, click on the "edit" pencil icon in the evaluation's row.*

Anatomy of a Response Evaluation Record

Response Evaluation [Save] [X]

ID	132	Status	Pending
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COMMON AREA

TABS: Details | Email << >> | Collapse All

SUBSECTIONS

Solicitation Info

Solicitation ID	209	Solicitation Scoring Method	Create Criteria Manually
Provider	Test Provider		
Solicitation Title	AAT Retest 5/30 - Open -Preapp Rolling		
Solicitation Manager	Skye Haeffele		
Provider Response ID	177		

Evaluation Summary

*Evaluation Type	Individual	Date Scoring Completed	
Panelist	Andy 1 Huynh	Panelist Login	andy@xyz.org
Total Earned Score	12	Total Possible Score	103
Overall Percentage Score	11.65	Number of Criteria Below Benchmark	0

Provider Attachment(s)
Please review the documents and summary questions submitted by the provider below before entering your evaluation scores.

Response Evaluation

- **Click the Edit (pencil) icon to open your Response Evaluation record.** Review the **Details** page, which includes the provider's submitted documents and summary questions. Add remarks in the **Evaluation Notes** section, if applicable.
- Enter your score for each category based on the provided criteria and instructions and include supporting notes where necessary.

The screenshot shows the 'Response Evaluation' interface. At the top, there are 'Save', 'Cancel', and a menu icon. Below that are 'Details' and 'Email' tabs. The main content area includes 'Overall Percentage Score' (0) and 'Number of Criteria Below Benchmark' (0). There is a section for 'Evaluation Notes' with a text input field. Below that is 'Evaluation Running Notes' with a search bar and '+ Add filters' button. A table lists criteria with columns for 'Edit', 'Sort Order', 'Criteria Category', 'Criterion', 'Instructions', 'Maximum Score', 'Earned Score', and 'Notes'. A callout box points to the 'Edit' icon in the table, stating: 'Note: You can also open and edit response record by clicking the edit/pencil icon.' Another callout box points to the 'Earned Score' column, stating: 'Click in the Earned Score and Notes column and enter the score and add notes. Then click 'Save'.' A third callout box points to the 'Notes' column, stating: 'Review Panelist can enter notes about the evaluation for DCHS to see.'

Edit	Sort Order	Criteria Category	Criterion	Instructions	Maximum Score	Earned Score	Notes
			Cost / Competitiveness	Test	10	9	Hello
			Test Criteria	Test Criteria for Testing 04/21	25		
			Test Criterion 04.17		13		
			Years of experience		10		
	2		Service Level	Service level and SLAs should be scored against industry standard of 24/5 and 24/7 for critical infrastructure failure.	20		
					20		
	4		Ability to meet any required timelines	Here is an example of instructions for this item...	5		

Click in the Earned Score and Notes column and enter the score and add notes. Then click 'Save'.

Review Panelist can enter notes about the evaluation for DCHS to see.

1. In the Response Evaluation record, score the response on each criteria in the Earned Score Column and click **Save**
2. Leave notes about your score in the Notes Column
3. Leave any global notes about the response in the Evaluation Notes section at the top

Note: You can also open and edit response record by clicking the edit/pencil icon.

Mark Response Evaluation Complete

1

Navigate to the Record's Common Area

- Access the relevant response evaluation record.
- Locate the **Common Area** section within the record interface.

2

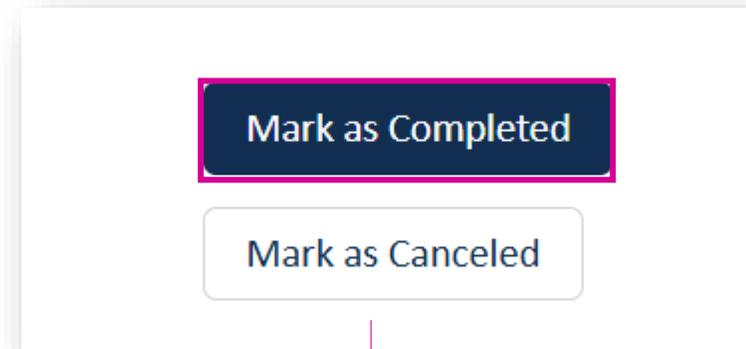
Mark Evaluation as Completed

- Click the **"Mark as Completed"** button.

3

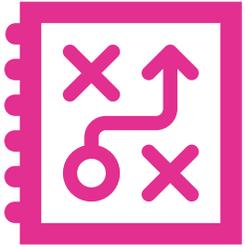
Status Update Confirmation

- Once clicked, the response evaluation status will automatically update to **"Completed."**
- This indicates that the evaluation process is officially finalized for that specific response.



Response Evaluation			
ID		Status	
136		Completed	

Note: You may then continue to complete any other responses assigned to you, following the same instructions outlined above.



Questions about the RFX or scoring process?

Reach out to your DCHS program contact (Solicitation Manager or Solicitation Specialist).



Questions about Agiloft?

Reach out to DCHS Agiloft Support Team or DCHSAgiloft@kingcounty.gov





Department of Community
and Human Services



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Website



Data Dashboard