



Evaluator Attestation and Response Evaluation Management For External Review Panelist

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

Table of Content

1. [Conflict of Interest Attestation](#)
2. [Reviewing Conflict of Interest Request](#)
3. [Reviewing and Scoring Provider Applications](#)
4. [Mark Response Evaluation Complete](#)

Agiloft End User Portal Home Screen

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



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

Responses for Review

🔍 [View All Responses for Review](#)

Response Scoring Records

🔍 [View My Response Scoring Records](#)

Panelist Conflict Attestations

🔍 [View My Panelist Conflict Attestations](#)

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

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

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

The screenshot shows the DCCHS web application interface. On the left, there are two main sections: 'Responses for Review' with a link 'View All Responses for Review' and 'Response Scoring Records' with a link 'View My Response Scoring Records'. In the center, a box highlights 'Panelist Conflict Attestations' with a link 'View My Panelist Conflict Attestations'. An arrow points from this link to the 'My Evaluator Attestations' section. This section has a search bar and a table of 8 records. The table columns are: Edit, View, ID, Status, Solicitation Title, Solicitation Attest ID, Solicitation Panel ID, Date Created, and Created By. The first two rows are highlighted with a pink box. The third row is highlighted with a pink box, and an arrow points from the 'Edit' pencil icon to it. The fourth and fifth rows are also highlighted with a pink box.

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

My Evaluator Attestations

Saved Searches: My Evaluator Attestations Text: Save

Evaluator Attestation

FIELDS

ID	330	Status	Created
Panelist Full Name	External Panelist 1	Panelist Email	accounttest@abc.com
Solicitation Title	Test Solicitation COI - DO NOT UPDATE STATUS - FOR AGILOFT TEST RECORD ONLY		

COMMON AREA

Provider(s) **TABS**

Attest to the below Provider(s)

Search + Add filters

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

ID ↓	Provider	Solicitation Title	Solicitation Specialist
656	King County DCHS Training Account	Test Solicitation COI - DO NOT UPDATE STATUS - FOR AGILOFT TEST RECORD ONLY	

Assigned Providers

1. Confidentiality

As a participant, voting or non-voting, in the evaluation of applications for a Department of Community and Human Services Solicitation Review Panel ("Evaluation Process"), hereby agree that, except as otherwise provided by law:

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 Evaluation Process. This includes proprietary information and information

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 and Maintaining Confidentiality**'.

Click the **button** directly beneath the checkbox to submit your response.

Edit Record 

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

My Evaluator Attestations

Evaluator Attestation ⋮

ID	330	Status	Created
Panelist Full Name	External Panelist 1	Panelist Email	accounttest@abc.com
Solicitation Title	Test Solicitation COI - DO NOT UPDATE STATUS - FOR AGILOFT TEST RECORD ONLY		

Provider(s) < >

Attest to the below Provider(s)

search   + Add filters

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

ID #	Provider
656	King County DCHS Training Account

1

1. Confidentiality

As a participant, voting or non-voting, in the evaluation of applications for a Department of Community and Human Services Solicitation Review Panel ("Evaluation Process"), 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 Evaluation Process. This includes, but is not limited to, all information which I have heard, seen, or reviewed (collectively known as "Confidential Information").

I will follow the Evaluation Process procedures as issued and communicated by King County. I will maintain security and control over all Evaluation Process documents and information.

A complete list of the organizations that have submitted applications and their partners can be found in Agiloft.

3. Attestation

If you DO NOT have a conflict with any of the organizations that submitted applications, please check the box ☒ below and then click the "Attest to No Conflict of Interest and Maintaining Confidentiality" button

2

Attest to No Conflict of Interest and Maintaining Confidentiality

3

Note: If the provider list does not appear, click **Save** to refresh the page. The provider list should then display for review and attestation.

1. Determine whether you have any conflicts of interest with the providers for which you'll be reviewing applications.
2. If you **DO NOT** have a conflict, click the checkbox to attest, then
3. Click the "**Attest to No Conflict of Interest and Maintaining Confidentiality**" button

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

 King County

DCHS

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

Evaluator Attestation

ID 330 Status Created

Panelist Full Name External Panelist 1 Panelist Email accounttest@abc.com

Solicitation Title Test Solicitation COI - DO NOT UPDATE STATUS - FOR AGILOFT TEST RECORD ONLY

Provider(s) < >

Attest to the below Provider(s)

Search   + Add filters

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

ID	Provider	Solicitation Title
656	King County DCHS Training Account	Test Solicitation COI - DO NOT

1. Confidentiality

As a participant, voting or non-voting, in the evaluation of applications for a Department of Community and Human Services Solicitation Review Panel ("Evaluation Process"), hereby

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 Evaluation Process. This includes proprietary information which I have heard, seen, or reviewed (collectively known as "Confidential Information").

I will follow the Evaluation Process procedures as issued and communicated by King County. I will maintain security and control over all Evaluation Process documents containing such requested by King County.

If you **DO NOT** have a conflict with any of the organizations that submitted applications, please check the box ☐ below and then click the "Attest to No Conflict of Interest and Maint

☐

If you **DO** have a conflict, please fill out the "Conflict of Interest Reason" text box and click the "Conflict of Interest" button.

I have a conflict..

Conflict of Interest

Note: If the provider list does not appear, click **Save** to refresh the page. The provider list should then display for review and attestation.

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

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

 King County

DCHS
Department of Community
and Human Services

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**”



- Please wait for the email notification confirming you may proceed to the next phase
- Once notified, log in to Agiloft to begin reviewing and scoring 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

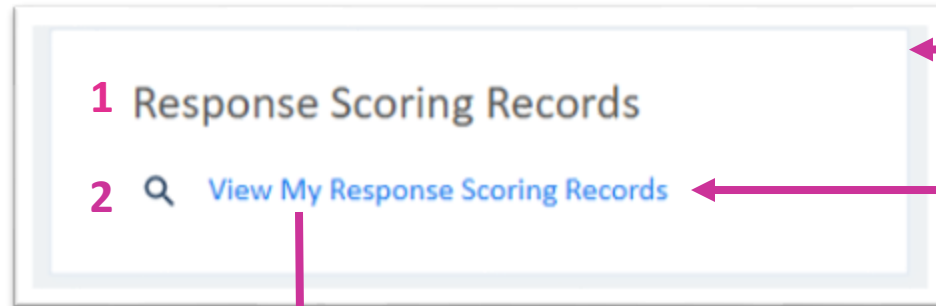
↔

Save ✓

✕

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

Review Provider Responses and Locate Scoring Records



1. Navigate to the **Response Scoring Records** Tile
2. Click *View My Response Scoring record*
3. Locate the response evaluations assigned to you. Click the **Edit (pencil) icon** to open the record for review and start scoring.

My Response Evaluations

Response Evaluations

My Response Evaluations ▼

Search + Add filters

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

Edit	ID ↓	Status	Provider	Evaluation Type	Panelist
3	434	Pending	King County DCHS Training Account	Individual	PAM (TEST) User

Response Evaluation

Save

ID	132	Status	Pending	COMMON AREA
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Details

Email

« »

Collapse All

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 Haeffe

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.

TABS

SUBSECTIONS

FIELDS

FIELDS

How to Review Submitted Application

☐ Evaluation Summary

1

*Evaluation Type

Individual

Date Scoring Completed

Panelist

PAM (TEST) User

Panelist Login

kcdchs23@gmail.com

Total Earned Score

65

Total Possible Score

70

Overall Percentage Score

92.86

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

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

2

Edit	ID ↓	Title	Attached File	Attachment Type
✎	56537	Test insurance sample	Test insurance sample.pdf	Provider Application
✎	56530	Sample doc	Sample doc.docx	Proposed Budget
✎	56529	Sample doc (2)	Sample doc (2).docx	Application Checklist and Responses

Summary Questions

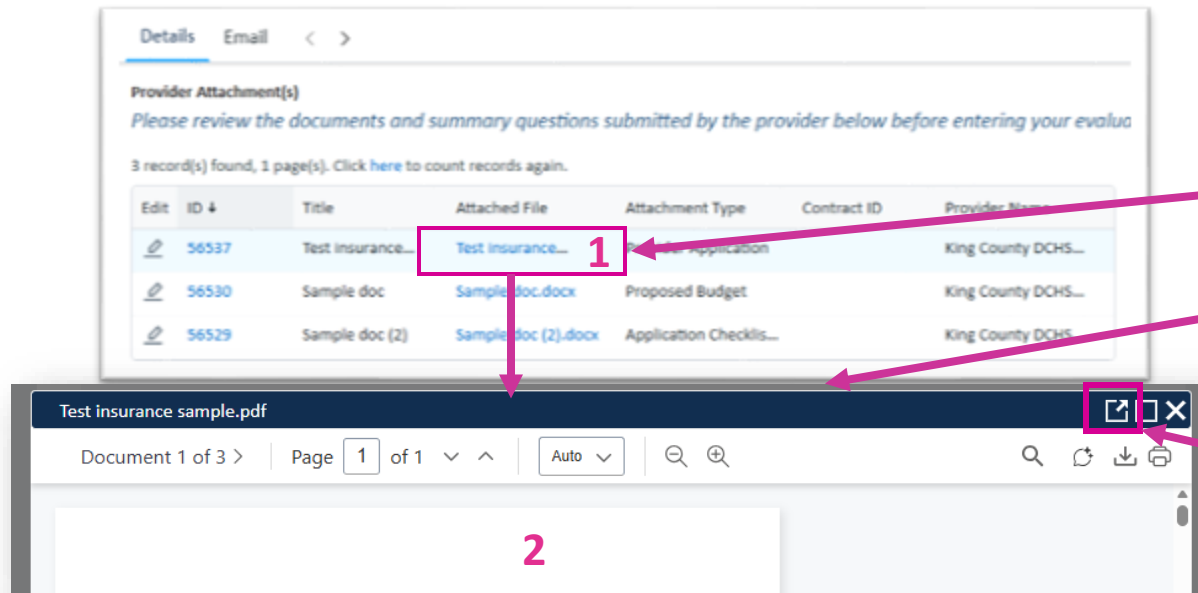
1 record(s) found, 1 page(s). Click [here](#) to count records again.

3

Edit	ID ↓	Survey Type	Status	Submitter Name	Provider Name
✎	370	Eligibility	Submitted	PAM Test 1	King County DCHS Training Account

1. Navigate to the **Evaluation Summary** subsection
2. Under ‘**Provider Attachment(s)**’ review each document submitted
3. Under ‘**Summary Questions**’ review each submitted response

Review the Attached Document



1. Click the Attached File link to open the document.
2. A pop-up window will appear, allowing you to review the document.

Tips & Tricks:

To review the document and score the application side by side, click the **Open in New Window** icon (the square with an arrow pointing to the upper-right).

The document will open in a separate browser tab or window. You can then move the document to one side of your screen and keep the scoring page on the other side, allowing you to review and score at the same time.

Review the Summary Questions

Summary Questions

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

Edit	ID ↓	Survey Type	Status	Submitter Name
	370	Eligibility	Submitted	PAM Test 1

1. Click the ID to open the summary questions record.
2. A pop-up window will appear, allowing you to review the questions and answers.

Tips & Tricks:

To review the Summary Questions and score the application side by side, click the **More Options** icon (three vertical dots) and click **Open in a new tab**.

The record will open in a separate browser tab. You can then position the Summary Questions on one side of your screen and keep the scoring page on the other, allowing you to review and score at the same time.

Survey: 370 - Work - Microsoft Edge

https://kingcountydchtest2.agiloft.com/ui/-kcdchtes/view/survey/370

Survey 370

Submitter Email pamuser@test.com

Questions Provider Information < >

Collapse All

Survey Questions

List all active VSHSL strategies through which you are currently contracted (e.g. SE 1, FS 2)
Org must have at least one current VSHSL services contract to be eligible.

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 'My Response Evaluations' page. At the top, there's a header with 'Response Evaluation' and a 'Save' button. Below this, there's a table with columns: ID, Status, and Pending. A 'Details' tab is selected. Under 'Details', there are sections for 'Solicitation Info' and 'Evaluation Summary'. A 'Panel Evaluation Score' section is highlighted with a red box and a red '1'. Below this, there's a table with columns: Edit, Sort Order, Criteria Category, Criterion, Instructions, Maximum Score, Earned Score, and Notes. A row is shown with 'Service Location' as the criterion and 'test 1' as the instruction. The 'Earned Score' column has a red box with a red '2' and a dropdown menu. The 'Notes' column has a red box with a red '3' and the text 'My notes here'. Below the table, there's an 'Evaluation Notes' section with a red box and a red '4' containing the text 'Review Panelist can enter notes about the evaluation for DCHS to see.' At the bottom, there's a 'Note' box that says 'Note: You can also open and edit response record by clicking the edit/pencil icon.' and a 'Mark as Completed' button.

My Response Evaluations

Response Evaluation

ID: 434 Status: Pending

Details Email

Expand All Collapse All Default View

Solicitation Info

Evaluation Summary

Panel Evaluation Score 1

Search + Add filters

Save Changes Cancel Changes

Response Score #1863 successfully updated. 1 record(s) found, 1 page(s). Click [here](#) to count records again.

Edit	Sort Order	Criteria Category	Criterion	Instructions	Maximum Score	Earned Score	Notes
			Service Location	test 1	70	2	My notes here 3

Previous Next Save Cancel

Evaluation Notes

Review Panelist can enter notes about the evaluation for DCHS to see. 4

Evaluation Running Notes

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

Mark as Completed

Mark as Canceled

1. Navigate to the **Panel Evaluation Score** subsection to start scoring
2. In the Response Evaluation record, score the response on each criteria in the **Earned Score** Column and click **Save**
3. Leave notes about your score in the **Notes** column
4. Leave any global notes about the application in the **Evaluation Notes** section.

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

Mark Response Evaluation Complete

1

• Scroll to the Bottom of the Evaluation record

- Access the relevant response evaluation record.
- Scroll to the bottom of the page, below the **Evaluation Notes** section

2

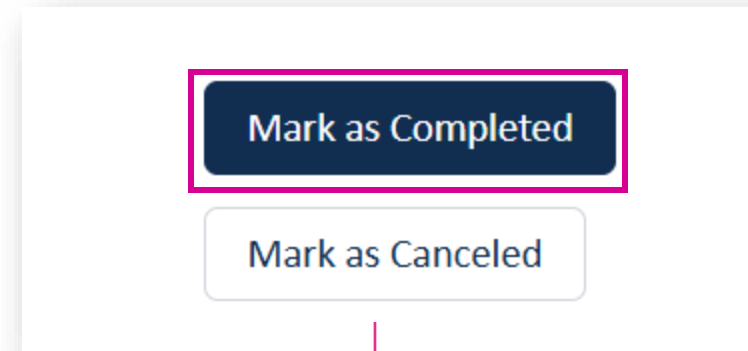
Mark Evaluation as Completed

- Click the **“Mark as Completed”** button.

3

Status Update Confirmation

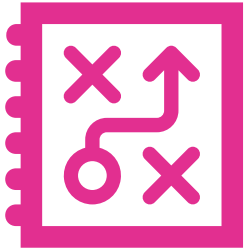
- Once clicked, the response evaluation status will automatically update to **“Completed.”**
- This indicates that the evaluation process is officially finalized for that specific response.



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.

County



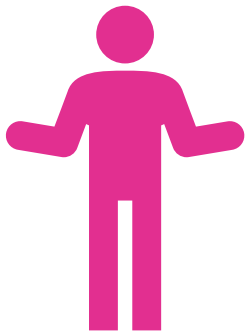
Questions about the RFx or scoring process?

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



Instagram



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Data Dashboard