

REQUEST FOR PROPOSALS

KING COUNTY 2026 FOOD SECURITY CAPITAL GRANT

Proposals should be submitted online through Google Forms (<https://forms.gle/SxYnFvSD4e6EsKko6>)

Release Date: April 20, 2026

Response Due Date: May 15, 2026, at 12 PM

Award Announcement Date: June 15, 2026

RFP Lead: Will Suarez, Grants Manager, [wsuarezgomez@kingcounty.gov]

Information Session: Wednesday, April 22, 2026, at 1 PM

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/29409206620645?p=tCjxSo7exuEhtnIQNL>

Meeting ID: 294 092 066 206 45

Passcode: bb9ep6wz

OVERVIEW

The goal of this funding is to provide capital grants for food assistance providers to address **long-term infrastructure needs**. Funding must be used to purchase, replace, install, or improve essential food storage and distribution equipment, and/or to make capital investments that support food distribution operations.

To that end, the County seeks to provide one-time funding to non-profits registered in Washington State or with 501c3 status that serve King County (“the County”, “County”). Up to \$2.75 million in funding is available to pay for or reimburse eligible costs incurred from the contract start date through July 30, 2027.

This Request for Proposals (RFP) is a response to the continuing need for food assistance providers to address their long-term infrastructure needs that will support and enhance their capacity to address food insecurity across King County.

AVAILABLE FUNDING

A total of up to \$2.75 million in funding is available through this competitive RFP process. All expenses must be incurred by the awarded Proposer(s) between the effective date of the resulting contract and July 30, 2027.

BREAKDOWN OF FUNDING

- A. \$2,000,000 for projects with costs between \$50,001 and \$500,000; and**
- B. \$750,000 for projects with costs of up to \$50,000**

The contracts resulting from this RFP will be supported by non-federal County general fund and/or bond-proceeds grant funds. Any such contract awarded is contingent upon the availability of funding. The awarded Proposer agrees to administer the award consistent with the contract, and in accordance with

any applicable federal, state, or local provisions. The County reserves the right not to award all funds advertised in this RFP and to offer partial awards. If funded by bond-proceeds, the grantee will agree to sign and record a restrictive covenant on the property to ensure that the public purpose is met for the duration of the bonds (which is typically 12-years).

DISTRIBUTION OF FUNDS

- For projects awarded \$50,001 to \$500,000, funds will be provided on a reimbursement basis. Awardees must cover project expenses upfront and submit a signed invoice with supporting documentation (general ledger entries, receipts, or paid invoices) demonstrating how funds were spent. King County will issue reimbursement within 30 days.
- For projects awarded up to \$50,000, funds will be provided on a reimbursement basis with some considerations for advanced payments to alleviate cash-flow concerns for large purchases. Regardless of type, awardees must submit a signed invoice with supporting documentation (general ledger, receipts, or paid invoices) demonstrating how funds were spent. King County will issue reimbursement within 30 days.

ELIGIBILITY CRITERIA

To be deemed responsive to this RFP and considered for funding, the Proposer and its Proposal must meet all the eligibility criteria listed below. Failure to meet any of these criteria may result in the Proposal being disqualified.

Eligible applicants include food assistance providers serving King County, such as:

- Food banks
- Food pantries
- Mutual aid networks
- Community food programs
- Organization providing meals for community members
- Distributors that support hunger relief and food organizations

To be eligible, organizations must:

- Provide services within King County
- Be registered, active, and in good standing as a non-profit with the State of Washington have 501c3 status that is active and in good standing according to the Internal Revenue Service (IRS).

Individuals and for-profit entities are not eligible to apply.

ELIGIBLE ACTIVITIES

The following activities are eligible for reimbursement or compensation:

- Purchasing or replacing food storage equipment
- Purchasing or replacing food distribution equipment
- Installation or setup of food storage or distribution equipment
- Investing in new or existing equipment or technology that supports food distribution
- Vehicles that directly support food access and distribution
- Other capital items related to essential food storage and distribution equipment that support food distribution.
- Pre-construction expenses, remodeling expenses, or acquisition of a building that supports food access or distribution

EVALUATION CRITERIA

Funding is intended to support non-profit organizations addressing food insecurity. To that end, Proposals will be evaluated, in part, based on:

- Extent to which the project advances food security and enhances the resilience of the local food system in King County.
- Extent to which the project identifies its target population and demonstrates meaningful community impact.
- Demonstrated impact on historically underserved communities in King County.
- Experience reducing food insecurity
- Experience with providing culturally tailored food or culturally tailored services
- Extent to which the organization develops performance metrics and can demonstrate the success of the project.

Proposals are not required to include all such services or activities to be considered for funding. Rather, Proposals that have the clear and achievable ability to provide such services, and to expand upon them, will be rated more favorably as part of the evaluation process described below.

SELECTION PROCESS

CRITERIA	MAX POINTS
PROJECT DESCRIPTION	30 points
An exceptional answer provides a clear, detailed, and coherent description of the project's purpose, goals, activities, and intended impact. The narrative is easy to follow and demonstrates a strong understanding of the project's value in advancing food security for King County residents. Provides a detailed and realistic explanation of how funds will be used; spending aligns with project goals and appears feasible. Presents a clear, logical timeline with phases, milestones, and expected completion dates; timeline appears achievable.	
EXPERIENCE AND CAPACITY	15 points
An exceptional answer demonstrates deep, sustained experience and clear, measurable outcomes on food security in King County and local food system resilience. Strong evidence, data, partnerships, and system-level thinking.	
EQUITY AND INCLUSIVITY	30 points
For question 15, an excellent answer should clearly identify specific underserved communities from the list on page 10 of this RFP. The proposal provides detailed, concrete examples of how the project will benefit these communities. Demonstrates deep understanding of community needs, barriers, and lived experiences. Benefits are measurable, meaningful, and culturally grounded. Lists specific King County areas (e.g., neighborhoods, cities, districts, zip codes) being served. Clearly connects why these areas are served and how they relate to the project's goals. Demonstrates strong understanding or partnerships in those areas. For question 16, an excellent answer shows a strong understanding of the cultural identities, traditions, accessibility needs, and preferences of the communities served. Demonstrates intentional alignment between services/foods and those cultural needs.	
PERFORMANCE METRICS	10 points

A strong response should include specific performance measurement tools, processes, and/or data sources. Clear, measurable indicators are tied to stated goals. Plans are realistic and include timelines, roles, and a method for tracking and assessing results.	
BUDGET	15 points
A strong response will list all expenses with no omissions; the list clearly covers every cost required for the project. Reviewers can easily understand what is being purchased and why. Every expense directly supports the proposed project activities and outcomes. All calculations are correct; subtotals and totals are accurate; no inconsistencies. Costs appear to be reasonable and feasible. King County will prioritize projects that are completed by July 2027.	
TOTAL POINTS	100

Responsive Proposals will be reviewed strictly in accordance with the requirements stated in this RFP and any addenda or amendments issued.

Proposals will be accepted from April 20, 2026, until May 15, 2026, at 12 PM.

All Proposals received during the acceptance period will be reviewed by the RFP Lead to ensure that they contain all the required information requested in the RFP. Only responsive Proposals that meet the threshold requirements will be evaluated by the County-designated review panel. Any Proposer or any Proposal that does not meet all the eligibility criteria or contain all the required information may be rejected as unresponsive or incomplete.

The RFP Lead may, at their sole discretion, contact Proposer(s) for clarification of any portion of their Proposal. The RFP Lead may schedule a virtual interview with some applicants to obtain further clarification of the proposal. Proposer(s) should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Proposals will then be reviewed and evaluated by a review panel. The process for choosing Proposals to award will include evaluation of the narrative and accompanying documents. Below are the selection criteria that will be used during the evaluation process.

Review team members will assign scores on a scale of zero (0) to 100, where the endpoints and midpoints are defined as follows:

Score	Description	Discussion
0	No Value	The Proposal does not address any component of the requirements, or no information was provided.
20	Poor	The Proposal only minimally addresses the requirement and is missing components or components were missing.
40	Below Average	The Proposal only minimally addresses the requirement and the Proposer's ability to comply with the requirements or simply has restated the requirements. The Proposal is responsive but does not represent best practices.
60	Average	The Proposal shows an acceptable understanding or experience with the requirement. Sufficient

		detail to be considered meeting minimum requirements. The Proposal represents best practices or an adequate alternative.
80	Above Average	The Proposal is thorough and complete and demonstrates firm understanding of concepts and requirements. Proposal provides a thoughtful and innovative response but may be missing components.
100	Excellent	The Proposal has provided an innovative, detailed, and thorough response to the requirements, and clearly demonstrates a high level of experience with or understanding of the requirements.

Those individual scores will then be averaged, resulting in an average score for each scored element of this RFP. The points for each element will then be totaled to determine the overall points awarded for that Proposal.

COMMUNICATION PROCESS

All Proposal documents will be uploaded through [Google Forms](#).

The RFP Lead (Will Suarez, wsuarezgomez@kingcounty.gov) is the sole point of contact for this RFP. All communication regarding the subject matter of this opportunity between Proposers and the County upon release of this RFP must be through the RFP Lead, or someone designated on his behalf during an absence. Communication with anyone other than the RFP Lead, or someone designated on their behalf during an absence, on this RFP may result in the disqualification of the Proposer.

Only written communications from the RFP Lead will be considered official and binding on the County. All other communication will be considered unofficial and non-binding on the County. Proposers are to rely only on written statements issued by the RFP Lead.

REVIEW PROCESS

Review panels may consist of King County staff, external subject-matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council (who will serve as nonvoting members).

The RFP review panel will score each Proposal based on the rating criteria described above. The score will be a key factor used by the RFP rating panel to develop recommendations on the selection of a proposal to the County.

SELECTION PROCESS

Final selection of awardee(s) will be made based on recommendations from the review panel and equity considerations to ensure services are responsive to funding priorities and community needs. King County reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost Proposal for award, and it will execute contract(s) based upon the final selections.

To serve its best interests, the County reserves the right to be its own reference with any potential Proposer as deemed necessary in its sole discretion. This may result in a lower score or disqualification of any Proposal.

FUNDING ALLOCATION AND CONTRACT NEGOTIATIONS

The County anticipates that funding requests may exceed the total dollar amount of funding available through this RFP. If this occurs, the County reserves the right to enter discussions with Proposer(s) to assess if proposed services and activities can be scaled to match the dollar amount offered by the County. If the Proposal is not scalable, or a Proposer rejects the dollar amount offered by the County, the County reserves the right to withdraw the funding offer to such Proposer(s) and enter discussions with other Proposer(s). Contract negotiations and development will begin when a funding amount for each awarded Proposal has been reached between the Proposer(s) and the County.

PERFORMANCE MEASURES AND DELIVERABLES

All community grants from the County come with the expectation of some data collection and reporting by the funded organization. The County is committed to only collecting data and information that is necessary for routine monitoring of program performance and meeting the County's reporting obligations.

The primary purpose of performance measurement is to use data to understand which activities are effective and why, and for the County to support shared and transparent responsibility for your program's implementation and impact. It also enables the County to meet our reporting requirements to the King County Council and other partners and make data-informed decisions.

Funded proposers will be required to submit a final report by July 30, 2027, that should include:

- A summary of how the funds were used and the impact they will create in the community
- Photos showing how the funds were used. For example, a photo of food storage and distribution equipment, and/or investments purchased
- King County will supply the final report template along with a copy of the grant agreement

RFP AND CONTRACT REQUIREMENTS

A. RFP Terms

1. Revisions to the RFP

If the County determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on the [Grants website](#) on KingCounty.gov. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be published online.

The County also reserves the right to cancel or to reissue the RFP as a whole or in part, before execution of a contract.

2. Cost to Propose

The County will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, in the conduct of a presentation, or any other activities related in any way to this RFP.

3. No Obligation to Contract

This RFP does not obligate the County to enter into any contract for services specified herein.

4. Rejection of Proposal

The County reserves the right, at its sole discretion, to reject any and all Proposals received without penalty and not to issue any contract as a result of this RFP.

5. Acceptance Period

Proposals must provide up to one hundred twenty (120) calendar days for acceptance by the County from the date of submission of the Proposal.

6. Award

Final selection of awardees may be made by the Executive Department based upon final recommendations from the RFP review panel. Grants Section will execute contracts based upon the final selections.

King County intends to award one or more contracts from the RFP. The RFP Lead will notify all Proposers in writing of the acceptance or rejection of their Proposal. Written notification will be sent via email to the email address(s) indicated in the Proposal.

7. *Waiver of Administrative Irregularities*

The County reserves the right to waive minor administrative irregularities or informalities in a Proposal.

B. Contract Terms

1. Standard Terms and Conditions

The Proposer that is awarded funds through this RFP process will contract with the County. Contracts include conditions relating to several Federal and State regulations and County ordinances, which should be considered when planning a Proposal. The Proposer awarded funds through this process must also certify that it has reviewed the current standard terms and conditions; and that it understands and can meet the requirements set forth therein.

A contract may be negotiated with the Proposer whose Proposal would be most advantageous to the County in the County's sole opinion, all factors considered.

The contents of the selected Proposal shall become contractual obligations if a contract ensues.

A contract between the selected Proposer and the County shall include the contract instrument, the original RFP, the awarded Proposal, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

2. Equity, Racial and Social Justice

To effectively operate and provide services within a culturally responsive framework, an organization shall intentionally consider equity and integrate it into its values and principles, decisions, and policies. The County expects funded organizations to incorporate a racial equity lens in their service delivery models and administration in order to challenge systemic and structural inequality, reduce prejudice and racism, and advance equity. As part of this effort, organizations may be asked to provide individual-level demographic information to inform analysis and understanding of barriers created by institutional racism.

3. Statement of Work Requirements

In addition to the standard terms and conditions, the program funded will have a detailed Statement of Work (SOW) and other requirements.

The awarded Proposer will be expected to provide additional information, as needed, for project monitoring, management, and evaluation. The County will visit sites and maintain active contact with the contracted Proposer to provide technical support and assistance, as capable.

C. GENERAL INFORMATION

1. The County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, need for service animal, or the presence of any mental, physical, or sensory handicap in an otherwise qualified handicapped person.
2. American with Disabilities Act. The County complies with the American with Disabilities Act (ADA). Proposers may contact the RFP Lead to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.
3. All submitted Proposals, applications, and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation and award process.
4. The County reserves the right to reject any or all Proposals that are deemed not responsive to its needs.
5. King County Code 2.93.40 prohibits the acceptance of any Proposal after the time and date specified on the RFP. There shall be no exceptions to this requirement.
6. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.
7. Accounting Methods: Expenditures must be recorded and documented using the cash or accrual basis of accounting using Generally Accepted Accounting Principles (GAAP) and, if applicable, the provisions of Title 2 CFR Part 200 and all Appendices.

8. Payroll Documentation: Time and effort semi-annual certifications or personnel activity reports for all personnel should be maintained and collected for audit documentation.
9. The Contractor must retain on file backup documentation for all costs paid funds (including receipts, invoices, timesheets, and copies of checks).
10. The Contractor shall not invoice and charge the County for incurred costs specifically paid for by another source of funds.
11. Repayment of Funds. If the Contractor has unspent award funds on hand at project completion, it shall return all unspent grant proceeds to the County within ten (10) calendar days. If any funds provided to the Contractor were used in a manner that is not consistent or allowable as outlined in this agreement or in Attachment A, the Contractor shall return funds to the County in the amount determined to be ineligible within ten (10) calendar days after notice is provided.

APPLICATION SUBMISSION

All applications (electronic format) for this RFP solicitation must be submitted in an electronic format to the County through the Google Forms application ([Google Forms Application](#)).

Applications must include:

- Responses to Application Questions
- Uploaded Budget Table

Proposals that do not follow the specified format and/or meet the submission requirements may be disqualified in the County's sole discretion and not reviewed.

APPLICATION AND AWARD TIMELINE	
Monday, April 20, 2026	Request for Proposal Release Date
Wednesday, April 22, 2026	Question and Answer Webinar
Friday, May 15, 2026	Request for Proposal Applications due by 12 PM
May 20, 2026 – June 10, 2026	King County's evaluation period
Monday, June 15, 2026	Estimated Award Announcement(s) Date
Wednesday, July 1, 2026	Estimated Contract Start Date
Friday, July 30, 2027	Last day to spend all the awarded funds and submit a final report

QUESTIONS AND TECHNICAL ASSISTANCE

GENERAL QUESTIONS

All questions must be submitted through email to the RFP Lead, Will Suarez, wsuarez@kingcounty.gov. County staff other than the RFP Lead, or a designated person in his absence, are prohibited from speaking with potential Proposers about the project or the RFP until the application phase is closed. All questions will be posted (with answers) in a Frequently Asked Questions (FAQ) document that will be posted to the [grant's website](#). Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the RFP Lead may result in the disqualification

of the Proposer. Proposers are responsible to check the [Grants webpage](#) on KingCounty.gov for posted FAQs.

TECHNICAL QUESTIONS

Proposers bear the risk that technical difficulties may result in a late or undelivered Proposal. Therefore, Proposers are encouraged to submit materials through [Google Forms](#) on a timely basis. If Proposers have issues with their Google Forms, they are encouraged to reach out as soon as possible for other options.

DEFINITIONS OF KEY TERMS

These definitions are meant to be descriptive and to promote a common understanding of the use of key terms. All definitions specific to this RFP and not provided above are as follows:

- **Contractor:** Term used within the King County contract, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.
- **Equity:** Providing people what they need to be successful as opposed to equality which means treating everyone the same.
- **Google Forms:** An online form where Applicants can submit their application for programs/services outlined in the RFP.
- **Proposal:** A written response written by a Proposer and submitted to the County in order to be considered for an award of funds through this RFP.
- **Proposer:** An organization that submits a Proposal in order to be awarded a portion or all of the funds made available by the County through this RFP.

LIST OF HISTORICALLY UNDERSERVED COMMUNITIES

- Black, Indigenous, and people of color (BIPOC)
- Immigrants and refugees
- People with disabilities
- Seniors
- Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) communities
- Veterans

LIST OF ATTACHMENTS

- A. RFP Questions
- B. Budget Template

ATTACHMENT A

KING COUNTY 2026 FOOD SECURITY CAPITAL GRANT APPLICATION

1. **Organization's Legal Name**
2. **Organization's Physical Address**
3. **Organization's Unified Business Identifier (UBI) Number** *(Provide this OR the EIN/Federal Tax ID below)*
4. **Organization's Employer Identification Number (EIN) or Federal Tax ID** *(Provide this OR the UBI above)*
5. **Name of Primary Contact for this grant application**
6. **Email Address of Primary Contact for this grant application**
7. **Phone Number of Primary Contact for this grant application**
8. **Full Name of Authorized Contract Signatory at the Organization applying**
9. **Title of Authorized Contract Signatory at the Organization applying**
10. **Email Address of Authorized Contract Signatory at the Organization applying**
11. **What type of food assistance does your organization provide to communities in King County? (select all that apply). Please select the option(s) that best reflect your organization's food assistance programs:**
 - a. Food bank
 - b. Food pantry
 - c. Provides meals for community members
 - d. Mutual aid network
 - e. Community food program
 - f. Food distributor
12. **List the grant amount you are requesting (maximum is \$500,000)**

SCOPE OF WORK

13. **Please describe your project in how it advances food security in King County, including how the funds will be used, the impact, and your expected timeline (PROJECT DESCRIPTION 30 POINTS)**
14. **Please describe your organization's experience in advancing food security and/or building a resilient local food system (EXPERIENCE AND CAPACITY 15 POINTS)**
15. **Describe how your project will benefit historically underserved communities (Black, Indigenous, and People of color (BIPOC) / Immigrants and Refugees / People with disabilities / Seniors / Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) communities / Veterans). Please also identify the specific King County areas your organization serves. (EQUITY AND INCLUSION 15 POINTS)**
16. **How has your organization provided culturally relevant foods, accessibility accommodations, or other services to the communities you serve? (EQUITY AND INCLUSION 15 POINTS)**
17. **Please describe the methods, tools, and criteria you will use to assess the success of your project. What barriers may present themselves, and how might you overcome them? (PERFORMANCE METRICS 10 POINTS)**
18. **If you are requesting more than \$50,000 and this grant will not cover the full project cost, please indicate how you have or plan to secure the remaining funds.**

ATTACHMENT B

BUDGET (BUDGET 15 POINTS)

Please provide [a budget](#) detailing the breakdown of all expenses. Include enough information for reviewers to understand exactly how the funds will be used. The total of all listed expenses should match the full grant amount you are requesting. Make sure to include your organization's name in the uploaded file.

EXPENSE	AMOUNT
TOTAL	\$