## **RFA Process Flow Chart**

Step One Grant Funding Available Step Two
Development of
Solicitation

Step Three
Solicitation is
Released

Step Four
Applications are
Reviewed

Step Five Award Contracts Step Six Contract Execution

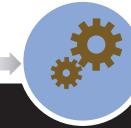




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A grant funding opportunity becomes available. An RFA process may be used when a SLCo agency administers a grant or funding program that requires applications in order to participate in the program, and the county is not the direct recipient of, or directly procuring, goods or services.

The Agency develops the RFA, outlining Eligibility and Threshold requirements. The Agency will identify any Evaluation Issues and will Establish Timing. Logistics, Budget and Funding will be clarified, with any issues clearly defined.

The RFA is released on the Agency Website or Zoom Grants. A notice can be posted, by C&P, in the Online Solicitation System (U3P). The question and answer process begins.

The Agency creates a committee of 3 – 7 members to review and score the applications. Score Sheets are to be retained by the Agency.

Applicant Awards are made. Agency notifies applicants and works with attorney(s) to prepare the contracts. Agency will keep all procurement records for the duration of the retention period.

Send contracts, signed by DA, Awardee, and Division/Dept., to C&P for processing. C&P will obtain Mayor/Designee signature, input in MyFIN, upload to SharePoint, and send agency fully executed contracts to send back to Awardee.

Contracts and Procurement is Available to Assist in All Steps of the Process