

So, you need to do an RFA?

Considerations and Beginning Steps to a Successful Request for Application (RFA)

Start → First, is it really an RFA?



Keep this question in mind as you define the issue(s) you are trying to address.

- An RFA can be defined as a type of solicitation in which an organization makes an announcement that grant funding is available.
- RFA's may be used when a county agency administers a grant or funding program that requires applications in order to participate in the program and the county is not a direct recipient of, or directly procuring, goods or services (County Ordinance [3.25](#)).
- A grant is defined as a financial award that is awarded by a federal, state, or local government for the benefit of a particular project or type of research.
- An RFA will inform researchers and other organizations that they may present applications on how they would utilize the available funding.
- The request for application is designed to outline what type of programs are eligible, what the expectations are, how applications are to be submitted, and how they are to be reviewed.

Identify RFA Expectations

Next, take a moment to outline the expectations of the RFA. As stated above, an RFA should be designed to:

- include an outline of the project
- clearly define how applications will be evaluated
- establish the timing of both the submission and evaluation process (e.g., clarify that late submissions will not be accepted). RFA Due Date and Time should be clearly identified along with last day and time for questions
- and provide other key information (e.g., multiple award or reporting requirements)



Create → Steps to Keep in Mind

- Requisitions do not need to be entered into MYFIN for an RFA Process (the agency's numbering convention should be used).
- Work with your Attorney to approve to form the RFA before posting
- Be sure to use plain-language in RFA documents, and work with the DA's Office to have contracts written in plain-language. Also, consider providing RFA documents translated into different languages.
- Agencies can publish RFA's on their website or may prefer to publish on Zoom Grants. Contracts and Procurement can also advertise in the Online Solicitation System (OSS). However, this would just contain a link to the agency website for the RFA.
- Contracts and Procurement recommends the RFA be advertised for at least 20 days before applications are due. However, agencies can elect to advertise for a shorter, reasonable period.
- Determine how Applications are to be received (electronically, via email, or hard copy)
- Establish an evaluation committee (minimum of 3 individuals, max 7)
- Evaluate the applications and keep score sheets
- Award applications
- Work with your Attorney to prepare the contracts
- Forward signed agreement to C&P to fully execute
- Keep all records for the retention period.
- Agency will respond to any GRAMA requests.

