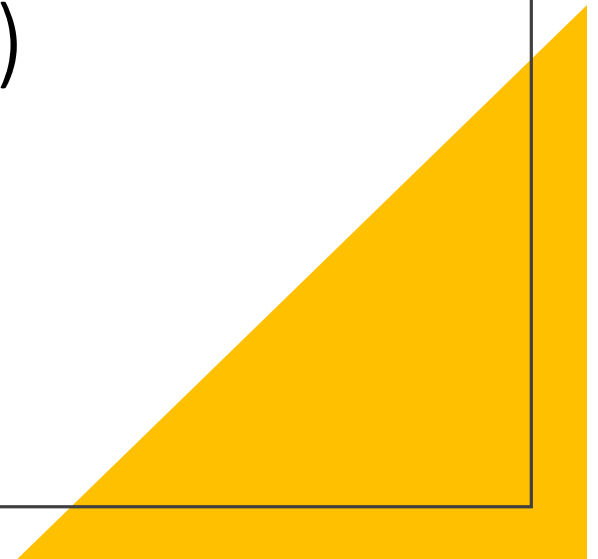


Human Rights Commission (HRC)

Grant Request for Proposal (RFP) and Request for Qualification (RFQ) Process and Procedures

Grants and Contracts
Finance Division



RFP vs RFQ

A Request for Proposal (RFP) and a Request for Qualification (RFQ) are distinct documents used in procurement processes.

- An RFP is typically issued by an organization seeking detailed project proposals from potential vendors or service providers, outlining specific needs and inviting solutions.
- Conversely, an RFQ focuses on evaluating the qualifications, capabilities, and past experiences of potential partners without requiring detailed project proposals. It serves to pre-qualify vendors based on their expertise and track record, rather than their proposed project ideas.

Why use RFQ's

- **Focus on Qualifications:** An RFQ allows the Human Rights Commission to focus on assessing the qualifications, capabilities, and past experiences of organizations. This can be beneficial when the commission wants to ensure that the selected organizations have the necessary expertise and track record in promoting human rights, rather than solely evaluating proposed project ideas.
- **Promotes Inclusivity:** RFQs can help promote inclusivity by allowing a broader range of organizations, including those with limited resources or less experience in grant applications, to participate in the procurement process. This aligns with the Human Rights Commission's goals of engaging with diverse stakeholders and supporting grassroots initiatives.
- **Opportunity for Capacity Building:** By participating in the RFQ process, even if they are not selected for immediate grant opportunities, organizations can gain valuable experience and feedback that may help them strengthen their capacity for future applications and collaborations with the Human Rights Commission.

RFP and RFQ Process

Grant Opportunity Release

Technical Assistance Conference

Application Reception

- Verification of Complete and Incomplete Submissions.

Evaluation Review Panel

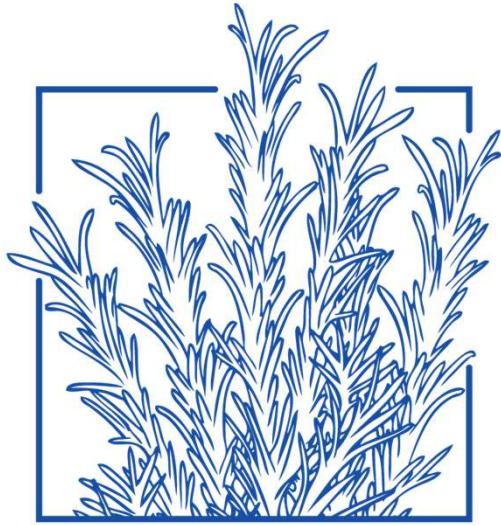
- Evaluation Review Panel: Assessing, Scoring, and Reviewing Proposal Submissions Using a Rubric Aligned with Attachment IV – Written Proposal Template Questions Answered by Each Organization. All members of the evaluation review panel are required to fill out an Impartiality/Confidentiality Statement form.

Department Leadership Meeting

Prequalified List of Organizations

Distribution of Award Letters

Grant Agreement Execution



**DREAM
KEEPER**

The Dream Keeper Initiative (DKI) Grants

The DKI consists of 4 primary grants:

1. Brighter Futures
2. Community Innovations
3. Narrative Shift
4. Technical Assistance/ Capacity Building

These four grants are currently undergoing renewal. The expected Preliminary timeline is as follows:

- RFQ issued: Monday, February 19th, 2024
- E-Question Period: Wednesday, February 21st – Wednesday, March 13th, 2024
- Technical Assistance Conference: Thursday, March 7, 2024
- Answers available online: Friday, March 15th, 2024
- **Deadline for RFQ Proposals: Friday, April 5th, 2024, by 5:00 pm PDT**
- Prequalified List announced: Friday, May 24th, 2024
- Anticipated Grant Period Start Date: July 2024

Accountability Mechanisms

- Grant agreements (P-G100) include provisions that give HRC oversight and monitoring capabilities to ensure grantees comply with the terms of their grant agreements
- HRC can also consult with the Controller's Office regarding best practices