



2018/2019 Muskegon County Senior Millage Timeline

Day	Date	Meeting/Activity/Event
Friday	November 16, 2018	letter of Intent is publicized
Friday	November 16, 2018	Email Notice of Letter of Intent to current and interested parties
Friday	December 14, 2018	3:00 p.m. deadline for all Letters of Intent
Friday	December 28, 2018	Muskegon County Senior Activities Committee (MCSAC) Review Committee receives Letters of Intent for Evaluation
Tuesday	January 8, 2019	MCSAC determines which organizations will be invited to submit a proposal
Thursday	January 10, 2019	Send RFP proposal packets to invited organizations
Wednesday	January 23, 2019	Proposal Workshop for funding requests - all applicants are required to send at least one representative
Wednesday	February 27, 2019	Quiet Period Begins
Thursday	February 28, 2019	All Applicant Questions and responses to those questions are posted to http://seniorresourceswmi.org/muskegon-county-senior-millage/
Friday	March 1, 2019	3:00 p.m. deadline for proposals for funding
Tuesday	March 5, 2019	Muskegon County Senior Activities Committee (MCSAC) Review committee receives proposals for evaluation.
Thursday/Friday	March 7 & 8 2019	MCSAC Review Committee discuss and meet with providers of Competing proposals
Tuesday	March 12, 2019	MCSAC reviews and votes on funding recommendations
Tuesday	April 9, 2019	Millage funding recommendations for grant request to Muskegon County Human Services Committee
Tuesday	April 16, 2019	Millage funding recommendations for grant request to Muskegon County Board of Commissioners
Wednesday	April 17, 2019	Award Letters sent to approved organizations with funding requests for 2019

November 16, 2018 letter of Intent is publicized

November 16, 2018 Email notice of Letter of Intent to current and interested parties:

Notice of funding for Request for Proposals (RFP) to provide services to the aging population is released to local newspapers within Muskegon County, as well as previous year sub-recipients, aging networked agencies and other interested organizations. A notice is also posted on Senior Resources' web-site and social media is used as appropriate.

Letter of Intent Applications can be accessed at <https://seniorresourceswmi.org/muskegon-county-senior-millage/> or can be mailed to interested applicants **upon written request.**

January 23, 2019 Proposal Workshop for funding– all applicants are required to send at least one representative:

A proposal workshop is held prior to proposal submission deadline to distribute information, answer questions and give assistance. All applicants are required to send at least one representative to the RFP Workshop.

February 27, 2019 Quiet period begins:

All questions pertaining to completion of the RFP may be e-mailed (RFP@seniorresourceswmi.org), brought to proposal workshop, or called in to the Senior Resources staff. All questions and responses are recorded and emailed to every applicant that attended the proposal workshop or requested an application. Quiet period begins February 27, 2019 and (no inquiries accepted). Questions and responses will be posted at <https://seniorresourceswmi.org/muskegon-county-senior-millage/>.

March 1, 2019 3:00 p.m. deadline for proposals:

No proposals are accepted after submission deadline.

March 5, 2019 Muskegon County Senior Activities Committee (MCSAC) Review committee receives proposals for evaluation:

Applications are evaluated and rated by assigned staff and by the MCSAC Proposal Review Committee members using evaluation criteria that are included in the RFP.

March 7 & 8, 2019 MCSAC Review Committee discuss and meet with providers of competing proposals:

Presentations are held when there are competing bids allowing applicants an opportunity to present its agency's experience and skill in providing the proposed service(s). Proposals should be submitted initially in the most favorable terms.

March 12, 2019 MCSAC reviews and votes on funding recommendations for grant request over \$5,000:

MCSAC meets to review tabulated evaluation scores to approve, deny or negotiate proposals; recommendations are submitted to the full board for decision.

April 16, 2019 Millage funding recommendations for grant request to Muskegon County Board of Commissioners:

Muskegon County Board of Commissioners meets and reserves the right to make an award without further discussion of the proposals submitted. Successful applicants will have proposals approved for a three-year period from 1/1/19 through 9/30/21.

April 17, 2019 Award Letters sent to approved organizations with funding:

A written letter of proposal approval or denial will be provided to the applicant agency within ten calendar days following the decision of the Board of Commissioners or their duly authorized committee.

Contract specifics are negotiated with successful applicants prior to execution of contracts. In all three fiscal years of a grant, the applicant agency and Senior Resources will negotiate costs and grant amounts with final approval by the Muskegon County Board of Commissioners.

All awards are contingent upon availability of funds and any possible revocation due to a successful appeal from another applicant. Contracted awards may change during any fiscal year of the 3 year grant cycle according to availability of funds.

Any applicant may request information, scores, clarification, or criteria on which the denial was based. The letter must indicate that this is a request for awards procedures information. The request for information will not be accepted as or misconstrued to be a letter of appeal. The information seeking letter can be signed by the project director or coordinator.

Any agency intending to appeal must follow the appeals procedure included in the RFP packet within the procedure time frame.

Following approval of the three-year proposal, contractors will be asked to submit on yearly basis:

- a. signed negotiated Notice of Contract Award (NCA);
- b. signed boiler-plate contract;
- c. signed approval/assurances;
- d. completed Continuation of Funding Request