



**Application/Proposal - Questions and Answers
for January 28th through February 1st**

Q Does the pdf version of the proposal require a signature?

A. No, the pdf version does not require a signature.

Q: Single/Financial Audit: should the 2 required copies be placed in its own envelope, marked audit?

A. Yes, place 2 copies in an envelope and mark it as “audit”

Q: Applicant Agreement: the signature page says attach policy board resolution. Is that the same as the resolution, motion or similar action referenced under AUTHORITY 1.

A. Yes, the Board resolution is the same as a resolution motion or action of the Board.

Q: 2. C-Organization: If your agency is exempt from some of the information being requested, how should this be addressed?

A. If your agency is exempt from some of the information requested, state the reason why on a separate page.

Q: Collaboration letters: are scanned and email version ok for hard copy and electronic submission? Or are original letters to be included with hard copy?

A. Scanned and emailed versions of the collaboration letters are acceptable.

Q: In the RFP are you able to amend your LOI services area/boundaries (i.e., from targeted area to MCSM service area)?

A. Yes, if the Muskegon County Senior Activities Committee suggested a change the LOI can be altered.

Q: Page 25, contract period indicates 4/18/19 - 9/30/19. However, LOI letter received indicates 4/17/19 - 9/30/19. Which contract period should be used?

A. The Contract period will be from 4/18/2019 to 9/30/2019.

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Q: It indicates that we may submit email questions up until the 27th of February with up to a 2-day turnaround. How does this factor into the quiet period?

A. Questions will still be answered in a 2-day turnaround period, even if it runs in during the quiet period. No new questions will be answered after the quiet period, but answers will still be given for question submitted up until the quiet period.

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