



### Request for Proposal Procedure/Timeline

FY 2020 through FY 2022 (October 1, 2019 through September 30, 2022)

		Calendar year: 2019
1.	Notice of availability of funding for Request for Proposals to provide services to the aging is released to MLive newsfeed that covers the region 14 service area (Muskegon, Oceana, and Ottawa Counties). Notices of RFP are also sent to previous year sub-recipients, aging networked agencies and other interested organizations. A notice is also posted on Senior Resources' website and social media sites. Letter of Intent instructions will be available on Senior Resources website page: <a href="https://seniorresourceswmi.org/doing-business-with-us/rfp/">website https://seniorresourceswmi.org/doing-business-with-us/rfp/</a> .	Week of March 22
2.	Interested applicants must submit a Letter of Intent no later than <b>3 pm, Monday, April 8, 2019 to Senior Resources</b> , 560 Seminole Rd., Muskegon, MI 49444, Attn: Chere Gardner. Refer to Letter of Intent instructions on Senior Resources website. RFP packets will be made available for download from Senior Resources website: <a href="https://seniorresourceswmi.org/doing-business-with-us/rfp/">https://seniorresourceswmi.org/doing-business-with-us/rfp/</a> . RFP packets will not be mailed to applicants unless requested in writing.	<b>Monday, April 08</b>
3.	A proposal workshop is held at least thirty (30) days prior to proposal submission deadline to distribute information, answer questions and give assistance. <u>All applicants are required to send at least one representative to the RFP Workshop.</u>	<b>Tuesday, April 23, 1:30 -3:00 pm,</b> Senior Resources-Conf Rms A-B
4.	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 mailed to every applicant that attended the proposal workshop or requested an application. Additional questions will be accepted until seven (7) working days prior to proposal submission date. <b>Quiet period begins May 9, 2019 (no inquiries accepted).</b> Questions and responses are mailed to all applicants prior to May 15, five (5) working days	Tuesday, April 9 through Wednesday, May 8th
5.	<b>No proposals are accepted after submission deadline date and time of Thursday, May 23, 2019 - 3:00 p.m.</b>	<b>Thursday, May 23 - 3:00 pm</b>
6.	Applications are evaluated and rated by assigned staff using evaluation criteria that are included in the RFP.	May 24 - June 24
7.	Proposals are reviewed by the Proposal Review Committee members comprised of the Program and Planning and Advisory Board members.	May 24 - June 24
8.	Hearings 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.	July 16 - 17
9.	Program and Planning Committee meets to review tabulated evaluation scores to approve, deny or negotiate proposals; recommendations are submitted to the full board for decision.	July 16 - 17
10.	Board of Directors 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 10/01/2019 through 09/30/2022. Awarded amounts will be issued in six month increments.	August 20
11.	A written letter of proposal approval or denial will be provided to the applicant agency within ten calendar days following the decision of the governing board or their duly authorized committee.	August 21 - 30
12.	Contract specifics are negotiated with successful applicants prior to execution of contracts. In all three fiscal years of a multi-year plan the applicant agency and Senior Resources will negotiate costs and grant amounts.	September 1-30

### Award Procedures continued

13. Awards will be made to the responsible proposer/bidder whose proposal is responsive to the RFP and is most advantageous to Senior Resources, with all factors, including cost, being considered. All bids may be denied at the determination of the policy board.
14. All grant awards are dependent on the availability of funds and are for **one year only**.
15. All awards are contingent upon availability of funds and any possible revocation due to a successful appeal from another applicant. Grant awards may change during any fiscal year of the multi-year plan according to availability of funds.
16. 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.
17. Any agency intending to appeal must follow the appeals procedure included in the RFP packet within the procedure time frame.
18. A new RFP will be issued before the end of the multi-year plan if any of the following occur:
  - a. inadequate subcontractor performance;
  - b. amendments to the multi-year plan or annual implementation plan
  - c. significant changes in the scope or nature of the service to be provided as related to state or federal requirements.
19. The Program & Planning Advisory Board will be involved in all decisions for actual contract awards each year and will recommend contracts for policy board approval.
20. Following approval of the three-year proposal, contractors will be asked to submit on yearly basis<sup>^</sup>:
  - a. signed negotiated Notice of Contract Award (NCA);
  - b. signed boiler-plate contract;
  - c. signed approval/assurances;
  - d. revised 12 month budget which may include cost per unit detail, if applicable.

<sup>^</sup>Fiscal Yr 1: 10/1/2019 - 9/30/2020

Fiscal Yr 2: 10/1/2019 - 9/30/2020

Fiscal Yr 3: 10/1/2021 - 9/30/2022