



Request for Proposal Procedure/Timeline

FY 2023 Through FY 2025 (October 1, 2022 through September 30, 2025)

		Calendar year: 2022
1.	Notice of availability of funding for Request for Proposals (RFP) 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: https://seniorresourceswmi.org/request-for-proposals/ .	Week of May 30
2.	Interested applicants must submit a Letter of Intent no later than 3 pm, Monday, June 20, 2022, to rfp@seniorresourceswmi.org . Refer to Letter of Intent instructions on Senior Resources website.	June 20, 2022
3.	Senior Resources will notify applicants if they are eligible to write a proposal. RFP packets will be made available for download from Senior Resources website: https://seniorresourceswmi.org/request-for-proposals/ .	Wednesday, June 22
4.	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>	Wednesday, June 29, 2:30 -4:00 pm
5.	All questions pertaining to completion of the RFP may be emailed (rfp@seniorresourceswmi.org), brought to proposal workshop, or called in to Senior Resources staff. All questions and responses are recorded and emailed 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. Quiet period begins July 20, 2022 (no inquiries accepted). Questions and responses are emailed to all applicants prior to July 22, 2022, five (5) working days preceding submission deadline.	Wednesday, June 29 through Wednesday, July 20
6.	No proposals are accepted after submission deadline date and time of Monday August 1, 2022 - 12:00 pm (noon).	Monday, August 1 at 12:00pm (noon)
7.	Applications are evaluated and rated by assigned staff using evaluation criteria that are included in the RFP.	August 1 - August 5
8.	Proposals are reviewed by the Proposal Review Committee members comprised of the Program and Planning Advisory Board members.	August 1 - August 5
9.	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.	Tuesday, August 16, at 2pm
10.	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.	August 16
11.	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 10/01/2022 through 09/30/2025. Awarded amounts will be issued in six-month	August 16
12.	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.	August 17-27
13.	Contract specifics are determined 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 clarify costs and grant amounts.	August 27 - September 30

Award Procedures continued

14. 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.
15. All grant awards are dependent on the availability of funds and are for **one year only, and are awarded in six-month increments.**
16. 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.
17. 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.
18. Any agency intending to appeal must follow the appeals procedure included in the RFP packet within the procedure time frame.
19. 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
20. The Program & Planning Advisory Board will be involved in all decisions for actual contract awards each year and will recommend contracts for Senior Resources board approval.
21. Following approval of the three-year proposal, Subgrantees will be asked to submit:
 - a. signed Sub-Recipient Contractual Agreement for Provision of Services to the Aging
 - b. signed Notification of Contract Award
 - c. signed Agreement and Assurances
 - d. signed Business Associate Agreement

**Fiscal Yr 1: 10/1/2022 - 9/30/2023*

Fiscal Yr 2: 10/1/2023 - 9/30/2024

Fiscal Yr 3: 10/1/2024 - 9/30/2025