

Muskegon County Senior Millage RFP Timeline for Grant FY2024

Date	Meeting/Activity/Event
Monday, February 27, 2023	Media publicizes Request for Proposals/Letters of Intent.
Monday, February 27, 2023	Email notice of Request for Proposals/Letters of Intent to current and interested parties.
Thursday, March 23, 2023	3:00 p.m. deadline for all Letters of Intent.
Week of March 27, 2023	Letters of Intent are reviewed by the Muskegon County Senior Activities Committee (MCSAC) members. A Survey Monkey will be sent to all members, and they will select which organizations will be invited to submit a proposal.
Thursday, April 6, 2023	Senior Resources prepares tabulated survey results document.
Tuesday, April 18, 2023	MCSAC determines which organizations will be invited to submit a proposal.
Wednesday, April 19, 2023	Senior Resources will notify applicants if they are eligible to write a proposal. Link to the online proposal application will be sent to invited applicants.
Wednesday, May 3, 2023 1pm - 2pm	Proposal Workshop for invited organizations who desire more information on the proposal process.
Wednesday, May 24, 2023	Quiet period begins.
Thursday, May 25, 2023	All applicant questions and responses to those questions are posted to https://seniorresourceswmi.org/partners/
Monday, June 5, 2023	12:00 PM deadline for all proposals.
June 6 - June 21	Applications are evaluated and rated by assigned staff using evaluation criteria that are included in the RFP.
June 6 - June 21	Proposals are reviewed by the Proposal Review Committee members comprised of MCSAC members.
Week of July 10, 2023	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, July 18, 2023	MCSAC votes on funding recommendations for grant request.
Tuesday, August 8, 2023	Muskegon County Human Services Committee votes on funding recommendations.
Tuesday, August 15, 2023	Muskegon County Board of Commissioners votes on funding recommendations.
Wednesday, August 16, 2023	Award Letters sent to approved organizations with funding requests.