

Is this RFP a reimbursement model or will we receive the funds up front?

Funds will be received up front. A quarterly expenditure report will be due every quarter of the project through September 30th, 2023, or as funds are exhausted.

Based on the budget provided it appears that there is a commitment to funding both capital and programmatic expenses related to this project. How do you see this occurring in the given time frame and in light of the cost of securing a building? Is the focus of this RFP more on securing the space or providing services?

Service provision is less the intent of the project than creating and securing a space for community and service coordination. However, the RFP is intentionally open-ended as a way for bidders to be creative. Section IV of the RFP requires responses which are transparently scored to assist bidders with determining the level of effort that should be dedicated to each question.

Under which budget line item should renovation costs be listed to alter existing space to better accommodate the services laid out in the RFP?

Renovations should be listed under the Contractual Services line item with a description of the needed renovations.

How do we go about receiving written approval to work with a contractor we've already selected for building renovation so that we are able to complete this project within the set timeline?

Written approval will occur at the time a grant awardee is announced.

Are there any requirements surrounding the naming of the building?

No, there are no requirements regarding the naming of the selected building for the West Michigan Immigrant and Refugee Community Center.

Do requirements around client contact documentation vary by activity? I.e., if an individual community group or member hosts an event in the space can they just supply total numbers?

For each activity hosted at the WMIRCC, please include the type of activity facilitated and the total number of client participants.

How have members of the grant review committee been identified?

Members of the grant review committee are selected based on relevant expertise and unbiased interest. Review members will remain anonymous.

Can you further explain the expectation that proposals are completed and submitted collaboratively? Does this go beyond the collection of LOIs and the prior work done to build out a plan in collaboration with others?

Requirements regarding collaboration are outlined in the Request for Proposal. Bidders are encouraged to be creative with their proposed collaborations and activities.

Question A5 asks for past performance outcomes. To what time frame is this question referring?

There is no time frame regarding past performance.

“D5 Provide a timeline for contacts with the referral sources and clients. Describe what steps will be taken when timelines cannot be met.” Please explain further which contacts this is referring to.

D5 is referring to contact with organizations that refer clients to services and the grantee’s subsequent contact with the referred clients.

In what section of the grant can we speak to our plans for sustaining the space and providing matching funding for what would be provided through the RFP?

Section IV, Category D. Project Implementation

Based on the short timeline set out for this grant, what does the reporting period look like? For how long is the bidder expected to have quarterly meetings with the grantor and report back on client usage of resources and space?

The timeline for reporting requirements and quarterly meeting attendance will be from the date of award through September 30th, 2023.

Based on the short timeline set out for the grant, are the wages included in the budget expected to be limited to these five months, or can they extend beyond to sustain the programs established in the community center?

Wages may be extended beyond Year 1.

Can funds received through this RFP be publicly leveraged to raise matching funds for the project?

Yes

Can you share a Word Document version of the RFP so that we can more easily fill out the application in the preferred format?

Bidders may email Roger Tijerina at tijerinar1@michigan.gov to request a Microsoft Word version of the RFP.