

**Request for Proposals (RFP) & Timeline For
Elgin Township Supervisor and Trustees Approval**

FUNDING SENIOR CITIZEN PROGRAMS IN ELGIN TOWNSHIP, ILLINOIS

Elgin Township Committee on Seniors
729 S. McLean Blvd Elgin, IL 60123
Committee on Seniors Township email
847-741-2045

ELGIN TOWNSHIP COMMITTEE ON SENIORS:

MISSION: To support Senior Senior US Citizens and Senior Legal US Residents in Elgin Township remaining independent and to age in place.

VISION STATEMENT: The vision of the Elgin Township Committee on Seniors is to recommend distribution, with accountability, designated property tax dollars via a service contract process with social service organizations that support and advocate for vulnerable Elgin Township Senior US Citizens and Senior Legal US Residents, age 55 and over, on a needs basis with the purpose to provide the means to age in place and maintain a quality of life.

Schedule

- **April 9, 2019:** RFP Issued
- **May 17, 2019:** Proposals due by end of business day.
- **May 23, 2019:** Proposals distributed to Committee on Seniors Members for review.
- **June 27, 2019:** Discussion of proposals and approve recommendations for awarding funding.
- **July 8, 2019:** Presentation to Elgin Township Supervisor and Trustees at their monthly meeting.
- **August 12, 2019:** Approval of Committee on Seniors recommendation on funding at Trustees monthly meeting.
- **August 13, 2019:** RFP Applicants notify by mail on decision to award funding.
- **November 2019:** Monies released to Approved Applicants.
- **June 2020:** Sixth Month Update by 1st Year Approved Applicants at Trustee monthly meeting.
- **November 2020:** Final Written Report Due by 1st Year Approved Applicants.

Proposal Format and Requirements:

The request for funding is restricted to supporting Senior US Citizens and Senior Legal US Residents in Elgin Township remaining independent and to age in place and outlines one of the following services within the five (5) broad categories:

- Transportation
- Wellness
- Age in Place
- Legal and Financial Management
- Socialization

A Nonprofit agency can apply for more than one category but must submit a separate proposal for each category.

Please provide a proposal of seven pages or less and includes:

- Brief background of Nonprofit agency.
- Explanation of the program and if applicable, if it is currently offered by Nonprofit agency and explanation of how its currently being funded.
- Specific program budget with no more than 10% of monies requested be used for general administrative costs.
- Goals and objectives of program and how success is determined.
- Marketing and outreach plan for program.
- How Elgin Township will be recognized by Nonprofit agency.

Proposals are due no later than close of business on May 17, 2019.

Please provide us with 15 copies of the proposal.

Submit to: Elgin Township Committee on Seniors, 729 S. McLean Blvd Elgin, IL 60123.

For additional information, please send an email to: Committee on Seniors Township email.

Our Proposed internal schedule is:

- **February 28, 2019:** Discussion and Proposed Approval of RFP and Timeline at Committee on Seniors meeting.
- **March 11, 2019:** Presentation to Elgin Township Supervisor and Trustees at their monthly meeting.
- **April 8, 2019:** Approval of RFP and Timeline by Elgin Township Supervisor and Trustees at their monthly meeting.
- **April 9, 2019:** RFP Issued.
- **May 17, 2019:** Proposals due by end of business day.
- **May 23, 2019:** Proposals distributed to Committee on Seniors Members for review.
- **June 27, 2019:** Discussion of proposals and approve recommendations for awarding funding.
- **July 8, 2019:** Presentation to Elgin Township Supervisor and Trustees at their monthly meeting.
- **July 25, 2019:** Follow-up discussion, if any, from 7-8-19 Trustees meeting.
- **August 12, 2019:** Approval of Committee on Seniors recommendation on funding at Trustees monthly meeting.
- **August 13, 2019:** RFP Applicants notify by mail on decision to award funding.
- **November 2019:** Monies released to Approved Applicants.
- **April 2020:** 2nd Year RFP Issued (tentative)
- **June 2020:** Sixth Month Update by 1st Year Approved Applicants at Trustee monthly meeting.
- **November 2020:** Final Written Report Due by 1st Year Approved Applicants.