

**REQUEST FOR PROPOSAL
TO PROVIDE HOUSING COUNSELING AND LEGAL
SERVICES AS PART OF MISSOURI STATE
ASSISTANCE FOR HOUSING RELIEF (SAFHR) FOR
HOMEOWNERS PROGRAM**

Missouri Housing Development Commission



Strength, Dignity, Quality of Life

MISSOURI HOUSING
DEVELOPMENT COMMISSION

RESPONSE DEADLINE:

July 31, 2021

SUBMIT RESPONSES TO:

Rachel Hollinberger, Missouri Housing
Development Commission
920 Main, Suite 1400
Kansas City, Missouri 64105
rachel.hollinberger@mhdc.com

SECTION I. INTRODUCTION

The Missouri Housing Development Commission (“MHDC” or the “Commission”) is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Section 215.030 RSMo.

The purpose of this Request for Proposal (“RFP”) is to obtain Proposals from multiple qualified entities (“Respondent” or “Respondents”) to fund the provision of statewide housing counseling and legal services free of charge to Missouri homeowners facing financial hardships related to the novel coronavirus disease (COVID-19) outbreak, as defined by the Secretary of the U.S. Department of the Treasury), intended to help keep low- to moderate-income Missouri homeowners financially impacted by COVID-19 housed and all associated labor, equipment, working space, and hardware as part of MHDC’s State Assistance for Housing Relief for Homeowners (“SAFHR for Homeowners”) program.

SAFHR for Homeowners was created by MHDC to administer the Homeowner Assistance Fund (“HAF”) program. The HAF program was established under Section 3206 of the American Rescue Plan Act of 2021 and is funded with federal money distributed by the U.S. Department of the Treasury (“Treasury”). Due to the short timeframe for the expenditure of the SAFHR for Homeowners funds, respondents must be able to begin providing the proposed housing counseling and legal services immediately. The provision of housing counseling and legal services will be funded based on an official contracted amount.

- **Funding through this RFP will be available to reimburse costs incurred through September 30, 2021.**
- **The funding of this RFP is designed to provide housing counseling and/or legal services to Missourians before direct financial assistance is available through the SAFHR for Homeowners program.**
- **There will be a subsequent RFP to provide housing counseling services for the duration of the SAFHR for Homeowners program.**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/homeowner-assistance-fund>

<https://www.mohousingresources.com>

SECTION II. TERMS AND CONDITIONS GOVERNING THIS RFP

A. DEFINITIONS

1. Commission

MHDC’s Board of Commissioners.

2. Eligible Households

Missouri homeowners who have an income that is less than or equal to 150% of the area

median income or U.S. median income (as defined by MHDC), have their primary residence in Missouri, and were financially impacted after January 20, 2020.

3. Eligible Services

Housing counseling and/or legal services provided to Eligible Households plus related marketing and outreach costs (such marketing and outreach capped at \$2,500.)

4. Final Contract

Any contract ultimately negotiated and entered into by and between MDHC and a successful Respondent pursuant to an award under this RFP.

5. MBE/WBE

An entity that is certified as a minority-owned business enterprise (MBE) or certified as a woman-owned business enterprise (WBE) by the State of Missouri, City of Kansas City, St. Louis Airport Authority, or other certifying agency as deemed appropriate by MHDC in consultation with the Office of Equal Opportunity for the State of Missouri (OEO).

6. MHDC

The Missouri Housing Development Commission.

7. Proposal

Proposal refers to the complete response, including any exhibits or attachments, submitted by a Respondent in response to this RFP.

8. Respondent

Respondent refers to any qualified entity submitting a response to this RFP.

9. RFP

This Request for Proposal.

10. Scope of Work

Scope of Work refers to the instructions and requirements stated in this RFP or portions thereof and any additional supplementary instructions that are developed, published or distributed in connection with this RFP.

11. Selected Party

The Respondent whose Proposal MHDC accepts in accordance with this RFP.

12. Standards of Conduct

The Standards of Conduct adopted by the Commission on July 31, 2009 and revised on April 29, 2016, a copy of which is available on MHDC's website at <http://www.mhdc.com/about/commission/policies/index.htm> as may be further modified by the Commission.

13. State

The State of Missouri.

14. Will, Must and Shall

The use of the terms "must", "will", and "shall" indicate mandatory items and instructions with which Respondents are required to comply.

B. MHDC STANDARDS OF CONDUCT

This RFP is considered a “Competitive Matter” as that term is defined in the Standards of Conduct. Further, every Respondent, including, but not limited to, their respective principals, key employees and agents acting on their behalf are considered “Interested Parties” (as defined in the Standards of Conduct). As a result, all Interested Parties under this RFP are obligated to abide by the rules and restrictions imposed by the Standards of Conduct, including the rules governing contact with Commissioners and MHDC employees. The failure of any Interested Party to abide by the rules and restrictions established by the Standards of Conduct may result in the disqualification of the Respondent’s Response. Therefore, Respondents are strongly encouraged to review and ensure compliance with the Standards of Conduct.

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity and/or entities having ownership interests in the Respondent entity. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers that may be present for any disclosed entity. Notwithstanding the previous sentence, to the extent any Respondent under this RFP is a publicly traded corporation, such a Respondent may limit this disclosure to all board members, officers (and other key employees) and any shareholders owning or controlling ten percent (10%) or more of the corporation. Questions regarding this requirement or any other requirements or restrictions imposed by the Standards of Conduct may be directed to the Commission’s General Counsel, Katherine Jeter-Boldt, by phone at 816-759-6835 or email at kjeterboldt@mhdc.com.

C. PUBLIC RECORDS DISCLAIMER

MHDC is subject to Missouri Sunshine Law (RSMo Chapter 610) and is required to disclose public records. Upon conclusion of the RFP process and selection of one or more Respondent(s) in connection with this RFP, all Proposals shall become public record and may be published or otherwise distributed to any individual or entity. No Proposal or associated documentation will be returned to the Respondent(s).

D. ADVERTISING AND PUBLICITY

Respondents may not issue any news release or otherwise seek publicity regarding this RFP. No Respondent shall use the name or logo of MHDC or any adaptation, extension, or abbreviation of such name for advertising, trade display, or other commercial purposes except as specifically approved by MHDC in writing.

E. COSTS AND LIABILITY

This RFP does not commit or obligate MHDC to enter into any negotiations, contractual agreement or Final Contract with any Respondent. Each Respondent will be responsible for costs incurred in preparation of its Proposal. MHDC reserves the right to accept or reject any or all Proposals or offers made in response to this RFP.

F. RIGHTS OF MHDC

MHDC reserves and may exercise one or more of the following rights and options regarding this RFP:

1. Reject any and all Proposals;
2. Seek additional Proposals;
3. Seek clarification or additional information in connection with any Proposal;
4. Select one or more Respondents based on Best Value Contracting;
5. Enter into negotiations with any Respondent;
6. Enter into a Final Contract with successful Respondent, or enter into multiple Final Contracts with multiple Respondents;
7. Choose not to award any contract under this RFP;
8. Add to, delete, modify, reduce or enlarge this RFP including any specifications and/or the Scope of Work, or terms or conditions;
9. Modify the terms and conditions of any proposed or executed contract awarded pursuant to this RFP;
10. Cancel or withdraw this RFP without the substitution of another RFP, or alter the terms and conditions of this RFP;
11. Conduct credit checks and investigations as to the qualifications of each Respondent at any time prior to the award of a contract; and/or,
12. Extend deadlines or otherwise modify the required schedule in its sole discretion.

G. RFP REVISIONS

In the event MHDC deems it necessary or appropriate to revise or clarify the terms or provisions of this RFP, any such revisions or clarifications will be issued in the form of an addendum. Any such addendum issued by MHDC will also be posted to our web site at www.mhdc.com.

H. OTHER LEGAL CONDITIONS

Contractual Arrangement

By virtue of its signed Proposal to this RFP, the Respondent agrees that, in the event it is selected to provide the goods and services pursuant to this RFP, it will enter into good faith negotiations in pursuit of an acceptable Final Contract. MHDC, at its sole discretion, may incorporate any and all terms and conditions included in this RFP, the Proposal, and any additional provisions required by MHDC into the Final Contract. Any Respondent selected to proceed toward a contract with MHDC will be required to include in the Final Contract, provisions that address issues of liability, indemnification, insurance, payment terms, and such other terms and conditions as are customary for agreements that address the subject matter of this RFP.

Each Respondent must conspicuously state in its Proposal its inability or unwillingness to accept any of the provisions, terms or conditions in this RFP, including any provisions set forth in exhibits, and must include in its Proposal the reason(s) for any such exceptions. The Final Contract shall become effective on the date it is fully executed by MHDC and the successful Respondent(s). The Final Contract and any extensions or modifications thereof shall remain in full force and effect until completion of the Scope of Work and approval of the same by MHDC unless otherwise extended or terminated pursuant to the terms of the Final Contract.

MHDC and Respondent may, at any time after a selection is made under this RFP and before the Scope of Work is completed, agree to extend or expand the Scope of Work to include additional services or goods, and/or to provide additional time to complete the Scope of Work, provided that all such amendments to the Final Contract must be agreed to in writing by both MHDC and Respondent.

Interviews, Discussions and Negotiations

A Proposal, including any proposed personnel and any required proposal documents may be subject to negotiation by MHDC at any time. MHDC may interview none, one, some, or all of the Respondents who submit a Proposal. RFP responses may be evaluated and the award of a Final Contract may be granted with or without discussions and/or negotiations with Respondents. MHDC reserves the right to request additional information from any or all Respondents. Negotiations by MHDC will not be deemed a counteroffer or a rejection of any Proposal.

Waivers

MHDC, in its sole discretion, may waive requirements when in the best interest of MHDC to grant the waiver. Any such waiver will be granted to any and all Respondents which are awarded a Final Contract.

SECTION III. INSTRUCTIONS TO RESPONDENT

A. PROPOSAL SUBMISSIONS

1. Number of Copies, Media, Cover Letter

Each Respondent must submit one electronic copy of its Proposal. In the interest of safety, time, and efficiency, the Proposal must be submitted electronically via:

1. Email; or
2. Requested upload link. Request for an upload link must be made a **minimum of one business day in advance of the deadline for submission**. Requests for an upload link must be sent via email with the subject line of "SAFHR HOUSING COUNSELING AND LEGAL SERVICES RFP UPLOAD REQUEST" to Rachel Hollinberger at rachel.hollinberger@mhdc.com.

The Proposal should contain searchable text in Adobe (.pdf) or Microsoft Word format, as determined by the Respondent. Exhibits may be submitted in Adobe (.pdf), Microsoft Word or Microsoft Excel format. In addition, each Respondent must provide a cover letter to its Proposal containing:

1. Respondent's name and address, and
2. Address, email, and direct telephone contact information for the Respondent's primary contact for purposes of any questions MHDC may have of Respondent, and
3. A summary of the Respondent's capacity and service estimates and ability to perform Scope of Services; and
4. All information required to be submitted in the Respondent's Certification Letter as detailed in Section D of this RFP.

2. Delivery Instructions/MHDC Point of Contact

The Proposal must be submitted either by:

1. Email; or
2. Upload link.

Electronic email copies of Proposals must be submitted to Rachel Hollinberger at rachel.hollinberger@mhdc.com with the subject line of "SAFHR HOUSING COUNSELING AND LEGAL SERVICES RFP RESPONSE".

Electronic file uploads must be requested by the Respondent via email with the subject line of "SAFHR HOUSING COUNSELING AND LEGAL SERVICES RFP UPLOAD REQUEST" to Rachel Hollinberger at rachel.hollinberger@mhdc.com a minimum of one business day in advance of the deadline for submission.

MHDC is not responsible for failure of timely electronic delivery for any reason including reasons due to interruption of service. Proposals must be received by MHDC by the deadline. **Proposals must be submitted as outlined herein.**

3. Deadline for Submission of Proposal

MHDC will accept proposals through July 31, 2021

Each Proposal submitted via email or requested upload link must be received by Rachel Hollinberger at rachel.hollinberger@mhdc.com

4. Extensions of Proposal Deadlines

In the event the due date is extended or modified, the new date will be published on the MHDC's website www.mhdc.com/rfp/.

5. Anticipated Timetable

RFP Release Date: June 4, 2021

Proposal Due Date: Applications will be accepted through July 31, 2021

Expenditure of funds: September 30, 2021

SECTION IV. PROPOSAL PREPARATION

A. MANDATORY PROPOSAL SECTIONS

Proposal shall include, at a minimum, the following mandatory, separate sections:

- **Cover Letter**
- **Executive Summary and Conclusions**
- **Proposed Plan for Providing Housing Counseling and/or Legal Services to Eligible Households**
 - **General objective information**
 - **Housing counseling objective information**
 - **Housing legal services objective information**
 - **Outreach objective information**
- **Qualifications and Experience**
- **Capacity and Service Estimates**
- **Proposal of Terms, Conditions and Other Requirements**

Respondents are invited to include additional information or sections in the Proposal which they

feel would assist MHDC in the evaluation of the proposal.

B. SCOPE OF SERVICES

MHDC is seeking outside agencies to provide housing counseling and/or legal services as part of MHDC's SAFHR for Homeowners program to assist Eligible Households in achieving housing stability. Total federal funding to be administered by MHDC through the SAFHR for Homeowners program will be approximately \$138 million, with up to 5 percent or \$6.9 million to be allocated towards administration and housing counseling and/or legal services. Agencies providing housing counseling and/or legal services will be eligible to receive a contracted amount for services rendered.

Agencies will be eligible to charge for staff time related to housing counseling and legal services provided to Eligible Households. Requested amounts do not have a maximum but must be substantiated by proposed budget. Agencies are also eligible for outreach and marketing costs, not to exceed \$2,500.

The agencies will provide housing counseling and/or legal services and provide appropriate staff, work space, and equipment as necessary to perform the services pursuant to this RFP. MHDC strongly prefers the use of HUD-certified housing counselors to provide housing counseling services. The housing counseling services will require conducting intake and assessments for homeowners, collecting required information from homeowners and providing services to help facilitate housing stability for the homeowner household. Any proposed housing legal services will require appropriately licensed staff to provide legal services to prevent and mitigate foreclosure or displacement.

Agencies will receive an initial disbursement of the lesser of their grant amount or \$15,000.00 to use toward providing Eligible Services. Agencies must provide back-up evidencing that the full amount of this initial disbursement has been used for Eligible Services pursuant to this RFP before any other payments are made. Any initial disbursement that is not used for Eligible Services shall be subject to recapture.

Generally, MHDC seeks the Selected Party to:

- Provide housing counseling and/or legal services through September 30, 2021; and
- Conduct outreach to engage with homeowners and proactively mitigate foreclosure or displacement; and
- Connect homeowners to resources and programs for the prevention of foreclosure and displacement; and
- Communicate with MHDC staff as required; and
- Be familiar with federal funding requirements and procedures; and
- Provide and maintain adequate staff and all necessary work space, equipment, supplies, and hardware to provide housing counseling and/or legal services; and
- Collect required information on all clients served; and
- Provide required reporting information on clients served.

Detailed below are the categories of Objectives that Respondents will be required to meet. For a Respondent to successfully meet an Objective category, a Respondent must be able to provide all

services detailed in the Objective and must be able to serve Missouri homeowners in their indicated service area (counties of service). Respondents must indicate in the proposal which Objectives they will be able to meet. Respondents must be able to meet one of the following combinations of Objectives:

- Outreach Objectives; AND
 - Housing Counseling Objectives; OR
 - Legal Services Objectives; OR
 - Housing Counseling Objectives AND Legal Services Objectives

Objectives

Outreach Objectives

Selected Parties will conduct outreach to Missouri homeowners to identify Eligible Households and proactively mitigate foreclosure and displacement. MHDC seeks the Selected Parties to:

- Conduct outreach and marketing to inform Missouri homeowners of housing counseling and/or legal services
- Identify and serve Missouri homeowners in need of assistance and other community resources.

Housing Counseling Objectives

Selected Parties will provide housing counseling services directly to Missouri homeowners. MHDC seeks the Selected Parties to:

- Provide housing counseling services to struggling Missouri homeowners; and
- Connect homeowners to financial assistance programs; and
- Collect required attestations from homeowners; and
- Complete case notes and other required documentation for client files

Legal Services Objectives

Selected Parties will provide legal services for foreclosure and displacement mitigation for homeowners. MHDC seeks the Selected Parties to:

- Provide legal services regarding pending foreclosure or displacement action; and
- Collect required attestations from homeowners; and
- Complete case notes and other required documentation for client files

Respondents must provide:

1. A timeline that clearly projects when services pursuant to this RFP will be provided
2. When services pursuant to this RFP will be requested
3. Counties of service
4. The estimated number of clients projected to be served under each objective

5. Budget proposal detailing amount requested.

C. PROPOSAL DETAILS

Respondents, in responding to this RFP, must provide clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses is appreciated.

1. Budget Proposal. Detail the proposed outreach and housing counseling and/or legal services to be provided by Respondent to perform the Scope of Work.
 - Marketing Costs: proposed outreach costs up to \$2,500 that would be expected to be paid by MHDC.
 - Staffing Costs: proposed time incurred directly providing housing counseling and/or legal services to Eligible Households that would be billed back to MHDC. Utilize budget form in Appendix A.
2. Location and Personnel. Provide the name, address, telephone number, and email address of the Respondent. Identify a primary contact person regarding the response and the proposed project manager for the engagement.
3. Organizational Overview and Documentation. Provide an overview of the Respondent's business entity, including legal structure, full legal name, and state of organization. Provide documentation on Respondent's business entity including organizational documents, federal employer identification number and evidence of Respondent's good standing with the State of Missouri. If Respondent is an MBE/WBE, provide copies of documentation establishing certification as an MBE/WBE. If Respondent is not a certified MBE/WBE, provide information regarding the percentage of the Respondent organization owned by women and/or minorities and also provide information regarding the percentage of persons employed by the Respondent organization that are women and/or minorities.
4. Economic Impact to Missouri. The Respondent must provide information and data concerning the economic impact of any contract entered into pursuant to this RFP. At minimum, the Respondent must provide: a) a description of proposed services that will be performed and/or the proposed products that will be provided by Missourians; b) a description of the economic impact returned to the State of Missouri through tax revenue obligations and otherwise; and c) a description of the Respondent's economic presence within the State of Missouri, including Missouri employee statistics.
5. Affiliations and Subcontractors. Respondent must identify and fully explain all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. Respondent must provide documentation regarding the qualification and experience of all third-party firms as a whole, as well as for each staff member proposed to be involved in performing the Scope of Work. In addition, Respondent must clearly delineate the duties and obligations being assumed by which parties in carrying out the Scope of Work. In identifying any such parties, Respondent must include each party's full legal name, state of organization (in the case of an entity), all contact information (e.g. address, phone, email address, primary point of contact, etc.), and must indicate whether the party is an MBE/WBE and provide copies of documentation establishing that certification as an MBE/WBE. Joint ventures are required to designate a single contracting entity with the authority to negotiate, execute and bind the joint venture to any potential future contract and act as the party responsible to MHDC. The provisions of this paragraph

do not require inclusion of information regarding use of a temporary employment on contract labor to provide day labor or temporary staffing except that the Respondent must include information about the employment entity that will provide such day labor or temporary staffing and must include information about whether the persons contracted or employed will be located within the State of Missouri.

6. Ownership Details. Pursuant to the Standards of Conduct, each Proposal submitted under this RFP must disclose the name of the individual, entity and/or entities having an ownership interest in the Respondent. All entities identified in this disclosure must be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. If a Respondent under this RFP is a publicly held corporation, the disclosure required under this section is limited to disclosure of the names of the members of the Respondent's board of directors, its key employees (including, but not limited to, its chief executive officer, chief financial officer and chief operating officer), and any shareholders owning or controlling ten percent (10%) or more of the corporation. Questions regarding these requirements may be directed to the Commission's General Counsel, Katherine Jeter-Boldt, by phone at 816-759-6835 or email at kjeterboldt@mhdc.com.
7. Undocumented Workers. Pursuant to *Mo. Rev. Stat. § 285.530.2*, any Respondent selected pursuant to this RFP must provide MHDC with an affidavit stating that the institution does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the Respondent is enrolled and participates, or who will enroll and participate, in a federal work authorization program with respect to the employees working in connection with the contracted services. Prior to execution of any agreement contemplated herein, the Respondent selected under this RFP will be required to provide evidence of participation in a federal work authorization program. Additionally, in the event Respondent is utilizing any third-party to carry out a portion of the Scope of Work (whether via a sub-contract arrangement, joint venture agreement, or otherwise) then each third-party entity must also provide a comparable affidavit to MHDC, as well as proof of that entity's enrollment and participation in a federal work authorization program and these workforce requirements must be contained in any agreement between the Respondent and said third-party. The requirements contained in this section apply to any third-party employment agency or entity providing temporary employee labor. Questions regarding this requirement may be directed to the Commission's General Counsel, Katherine Jeter-Boldt, by phone at 816-759-6835 or email at kjeterboldt@mhdc.com. In your proposal, please indicate whether your firm is currently enrolled and participating in a federal work authorization program such as E-Verify. If another entity is enrolled in a federal work authorization program such as E-Verify on behalf of Respondent, then Respondent must explain the relationship and submit the required documentation for the entity that is actually enrolled in the federal work authorization program.
8. Authorization to Do Business in Missouri. Respondent should explain its authorization to do business in Missouri and include a copy of relevant public documents, such as a Missouri certificate of good standing, a foreign business registration, a fictitious name filing, or a copy of filed organizational documents. Likewise, Respondent must explain authorization to do business in Missouri and include like documents for all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. In the event the Respondent or other entities included in the Response is not currently authorized to do business in Missouri, include Respondent's proposed method and timeline for gaining authorization.
9. Scope of Services. Respondent should be as detailed as possible in addressing how all services are to

be provided and by whom. A timeline for completion of major tasks should be included. The timeline must include the estimated number of clients to be served and the estimated hours committed in staff time.

10. Staffing Positions: Respondent should include a list of positions and short descriptions, indicating any HUD-certified housing counselors that will be providing housing counseling to be billed back according to the budget proposal. If Respondent is proposing to provide legal services, then a similar list should be provided for staff that will provide such legal services. Respondent is responsible for ensuring that legal services are provided by staff with appropriate licenses and in accordance with all applicable ethical rules governing attorneys and the provision for legal services.
11. Institutional Resources. Identify all resources being made available to MHDC by Respondent for the purposes of completing the Scope of Work.
12. MHDC Experience. Describe the Respondent's historical experience in working with or serving MHDC, including descriptions of work previously performed for MHDC.
13. Related Experience. Describe the Respondent's experience in working with other state or federal governmental entities and in carrying out tasks similar in nature to providing housing counseling and/or legal services to be conducted under this RFP. Include any experience in providing housing counseling and/or legal services funded by governmental grant programs with comparable elements.
14. Related Qualifications and Knowledge. Describe Respondent's experience and familiarity with federal program support, federal regulations and requirements, and providing housing counseling and/or legal services to homeowners in Missouri.
15. Litigation and Regulatory Issues. Respondent must disclose a brief description of any alleged conflicts of interest, regulatory proceedings, mediation, arbitration, or litigation involving services provided by the Respondent that are currently pending or resolved within the last five (5) years.
16. Other Information. Detail and discuss any other information not specifically covered or requested by this RFP which Respondent requests MHDC's consideration in selection a Proposal.

D. STRUCTURE OF PROPOSALS

Each Respondent is required to submit a complete Proposal and attest to the accuracy and completeness of its Proposal(s). In all respects, the Respondent must comply with the instructions, formats and stipulations of this RFP including proper submission, proper format, meeting deadlines, inclusion and presentation of pricing information, and the terms and conditions of the proposed Final Contract.

MHDC desires to consider Proposal(s) in a consistent and easily comparable format as established in this RFP. Consequently, Proposal(s) not organized as set forth in this RFP may, at MHDC's sole discretion, be considered unresponsive. Do not refer to other parts of your Proposal in lieu of answering a specific question. Do not provide references to filings or forms publicly available in lieu of providing specific information in the Proposal.

Each Proposal must include a letter ("Certification Letter") signed by an authorized representative of the Respondent certifying that:

1. The person executing the letter is authorized execute the Proposal and the Final Contract, on behalf of the Respondent; and
2. The Proposal is a firm offer which will remain valid for a minimum period of one hundred twenty

(120) days; and

3. All information in the Proposal is true and correct to the best of their knowledge; and
4. No owner, principal or employee of the Respondent gave or will give anything of monetary value including a promise of future employment to an MHDC employee or Commissioner, or a relative of an MHDC employee or Commissioner, in an attempt to influence any decision to award a Final Contract or to influence the decision to modify or negotiate any term contained in any such Final Contract; and
5. No elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the Scope of Work; and
6. Respondent will fully comply with the provisions of RSMo Chapter 105 addressing Conflicts of Interests; and
7. Respondent will fully comply with the provisions of RSMo Chapter 130 addressing Campaign Finance Disclosure Laws; and
8. Respondents will fully comply with MHDC's Standards of Conduct.

Proposal(s) must contain all sections required under Section IV (A) of this RFP and should be organized in the same manner as the individual information requested in Section IV (C). Respondents are not required to provide both housing counseling and legal services and should indicate in responses which services they propose to provide.

Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

MHDC may deem any Proposal failing to meet all of these requirements to be unresponsive, resulting in elimination of the Proposal from consideration.

E. EVALUATION CRITERIA

Each Proposal will be evaluated on a variety of factors, including, but not limited to, the following (in no particular order):

1. Experience and expertise of the Respondent in providing housing counseling services to Missouri homeowners. HUD-certified housing counselors are not required but strongly encouraged; and
2. Relevant experience providing legal assistance and representation to homeowners; and
3. Relevant experience conducting similar support of government programs; and
4. Relevant experience adhering to federal program guidelines; and
5. Ability to quickly stand up program and provide outreach to Eligible Households; and
6. The location, extent and capabilities of the Respondent's offices and number of employees in the State as well as any third-party temporary employees in the State; and
7. The economic impact of any contract entered into under this RFP is an important factor. MHDC will consider the Missouri economic impact including proposed services and products that will be provided by Missourians, economic impact returned to Missouri through tax revenue obligations or otherwise, and the Respondent's economic presence within Missouri including Missouri employee statistics; and
8. Respondent's ability and willingness to carry out the Scope of Work; and

9. Innovative ideas or suggestions reflected in the Respondent's Proposal; and
10. MHDC's prior experience, if any, in working with the Respondent and any other factors the MHDC believes would be in its best interest to consider; and
11. Respondent's ability to meet MHDC's desired timelines specified in this RFP; and
12. Respondent's inclusion of the participation of minorities and women, including Respondent's employees and/or any participation with one or more MBE/WBEs; and
13. Overall level of professionalism displayed in the Respondent's Proposal.

F. BUDGET PROPOSAL

Total fees Respondent intends to charge for completing the Scope of Work including itemization of initial marketing expenses and the number of clients and services to be provided.

Provide a price proposal that delineates the following costs:

Proposed SAFHR for Homeowners Housing Counseling and/or Legal Services Budget Items

Administrative: Funding for advertising costs related to the direct administration of housing counseling and/or legal services are eligible for initial funding up to \$2,500.

- Marketing and outreach to engage with clients and proactively mitigate foreclosure and displacement.

Housing Counseling/Legal Services: The lesser of the grant amount or \$15,000.00 will be provided upfront to agencies. No additional disbursements shall be made until the initial disbursement has been fully backed up. Close out documentation must be completed at the conclusion of services:

Upon completion of housing counseling and/or legal service delivery, agency must report to MHDC service and expenses as detailed in the grant agreement.

APPENDIX A

Please use the suggested template example below to estimate the amount of direct staff time and cost that will be incurred through September 30, 2021 for the proposal submitted in connection to this RFP.

EXAMPLE

Position Name	HUD Certified Housing Counselor	Hourly Rate of Pay	Estimated Number of Households to Receive Services	Estimated Number of Hours	Estimated Expense
Housing Counselor (1)	Yes	\$22/hr	10	50	\$11,000
Housing Counselor (2)	Yes	\$22/hr	10	50	\$11,000
Attorney (1)	No	\$32/hr	10	50	\$16,000
Total:			30		\$38,000