

# Missouri Housing Development Commission

## REQUEST FOR PROPOSALS TO PERFORM MISSOURI HOMELESS STUDY



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**  
DEVELOPMENT COMMISSION

**RESPONSE DEADLINE:**  
**Friday, November 30, 2018, by 5:00 P.M. Central Standard Time**

**Missouri Housing Development Commission  
920 Main Street  
Suite 1400**

**Kansas City, Missouri 64105**

Contact: Samantha Gamble-Kintz, Community Initiatives Information Specialist

Phone: 816-759-6636

Email: [skintz@mhdc.com](mailto:skintz@mhdc.com)

# REQUEST FOR PROPOSALS FOR MISSOURI HOMELESS STUDY

## INTRODUCTION

Purpose: This document is a Request for Proposals (“RFP”), by which Missouri Housing Development Commission (“MHDC”) seeks to obtain proposals from qualified firms (“Vendor(s)”) to provide a study of the homeless population in the state of Missouri for 2017 and 2018. The purpose of the study is to provide a statewide view of homelessness, detailing region-specific data that can be utilized by communities to develop strategies to assist homeless persons. The data collection sources will include but are not limited to: Statewide Point-in-Time Count (“PITC”) results, the Homeless Management Information System (“HMIS”), Continuum of Care (“CoC”) applications to the U.S. Department of Housing and Urban Development (“HUD”), the HUD Homelessness Data Exchange (“HDX”), the Homeless Assessment Report (“AHAR”), homeless service providers, state agencies, and other diverse data sources identified by Vendor.

Requirements: Below is a list of necessary steps to be taken throughout the course of completing the study:

- Vendor will collaborate with MHDC Community Initiatives staff through monthly progress calls and/or meetings.
- Vendor will conduct a meeting to include each of the eight continua lead agencies and HMIS lead agencies to discuss the process, timeline and gather input on all areas of the study.
- Vendor will have continued communication via phone and email with CoC leaders and HMIS lead agencies for the duration of the project.
- Vendor will provide MHDC Community Initiatives staff with sections of the project for review upon request.
- Vendor will seek CoC leader and HMIS lead agency approval of project data.
- Vendor will provide MHDC Community Initiatives staff with a draft copy of the study for review and comment by the set deadline. The draft copy will be at the final stages of development with little to no error or revision remaining.
- Vendor will incorporate into the study comments and feedback from the MHDC Community Initiatives staff.
- Vendor will present MHDC Community Initiatives staff with a finalized study by the set deadline. The finalized study will be error free with no revision required.
- Vendor will present the finalized study to the Missouri Governor’s Committee to End Homelessness.

Additional Guidance: Below are links to the 2013, 2015, and 2017 Missouri Homeless studies. The format of the 2019 study is expected to be more condensed than and vary from that of previous studies.

<http://www.mhdc.com/ci/documents/HS2013.pdf>

<http://mhdc.com/ci/documents/MHDC%202015%20FINAL%20Digital.pdf>

<http://www.mhdc.com/ci/documents/MSHS-2017.pdf>

The RFP is available from MHDC in hard copy by U.S. mail or electronically on MHDC’s website at [www.mhdc.com](http://www.mhdc.com).

## **SCOPE OF SERVICES**

The Vendor will collaborate with MHDC Community Initiatives staff to collect homeless data from service providers in the state of Missouri. The data will be compiled into a statewide report to be jointly published with MHDC. Vendor must agree to grant MHDC equal proprietary rights to all data collected and published pursuant to this RFP, including the final published study. Information will be gathered by email, telephone calls, fax, meetings, and any other means that may be deemed appropriate by MHDC. The data should be analyzed by comparing to previous Missouri homeless study results, summarize new findings, and making recommendations based on trend data.

## **SPECIFIC AREAS OF INTERESTS**

MHDC Community initiatives staff would like specific analysis for the following areas of interest. The following topics are not all-encompassing and MHDC staff welcomes proposals that detail how the final report may provide information on the following:

1. Homeless children and unaccompanied youth in the state of Missouri.
2. Sub-population data including, but not limited to, individuals with disabilities, Veterans, survivors of domestic violence, unaccompanied youth, persons with HIV/AIDS, re-entry population, persons with substance use disorder, and the chronically homeless..
3. Analysis of the cost of homelessness for families and individuals experiencing homelessness.
4. Comparison across all eight Missouri Continua of Care regions on homelessness data.
5. Comparison of Missouri homelessness data in comparison with national trends of homelessness and national goals to end homelessness (<http://www.endhomelessness.org/page/-/files/2016%20State%20Of%20Homelessness.pdf>).
6. Other noteworthy trends that may be discovered during the data review process that is deemed to have a significant impact on homeless population numbers.

**The scope of services to be provided shall include all of the following and shall be completed on the following timeline:**

1. On or before February 2019: Complete meeting with CoC leaders and HMIS lead agencies to include each of the eight continua of the state: Springfield, Joplin, Kansas City, Saint Joseph, Saint Charles, Saint Louis County, Saint Louis City and the Balance of State.
2. On or before April 2019: All data collected; provide MHDC Community Initiatives staff with a detailed outline of the study.
3. On or before July 2019: Draft copy of homeless study due to MHDC Community Initiatives staff.
4. On or before August 2019: Finalized homeless study due to MHDC Community Initiatives staff for final approval and corrections.
5. September 2019: Final document to MHDC.
6. October 2019: Travel to present final study to the Governor's Committee to End Homelessness (in Columbia, Missouri on a date to be announced).
7. In addition to the above noted milestones, Respondent will be required to travel as needed and/or required by MHDC to meet with HMIS lead agencies and CoC Leads.

## INSTRUCTIONS

Deliver one hard copy of your proposal in a three ring binder before 5:00 p.m. Central Standard Time (CST) Friday, November 30 2018 to:

Missouri Housing Development Commission  
920 Main Street, Suite 1400, Kansas City, 64105  
ATTN: Samantha Gamble-Kintz

Respondents are advised that all submissions may be made available to the public on request upon completion of the process and award of an Agreement. Accordingly, any information which the respondent thinks benefits from an exception to disclosure under the Missouri Sunshine Law (RSMo §§610.010-225) shall be clearly identified as such and segregated from the rest of the proposal. MHDC, in its own discretion, shall determine which information may be disclosed under the Missouri Sunshine Law. By responding to this RFP, respondent agrees that any determination made regarding disclosure of information contained in the response is satisfactory.

Below are the sections that should be addressed in your proposal. Additionally, a signed affidavit of worker eligibility policy must be included.

## GENERAL INFORMATION

Provide a brief description of your institution, including but not limited to the following:

1. Respondent Ownership/Control. Pursuant to the Commission's Standards of Conduct Policy, any Response under an RFP shall disclose the name of the individual(s), entity and/or entities having ownership interests in the respondent. All entities identified in this disclosure shall be reduced to their human being level, irrespective of the number of entity layers which may be present for any disclosed entity. If the respondent to this RFP is a publically held corporation, the disclosure under this section shall include the names of the respondent's board of directors, its chief executive officer, chief financial officer, chief operating officer and any individual(s) participating in the preparation of the application vis-à-vis this RFP. The respondent shall disclose as a part of this response any employment or contractual relationship the respondent maintains with any previous MHDC employee or commissioner (including those individuals who had the power to vote on behalf of an elected commissioner). Questions regarding these requirements may be directed to MHDC's General Counsel, Katie Jeter-Boldt by phone at 816-759-6835 or email at [kjeterboldt@mhdc.com](mailto:kjeterboldt@mhdc.com).
2. Respondent Contact(s). Provide the name, address, telephone number, fax number and email address of the institution's contact person(s) for this engagement.
3. Minority Participation. Describe any agreements respondent has or intends to establish with outside entities to perform work related to this RFP, including the involvement of any minority- or woman-owned entities that would assist in any capacity with services to be provided to MHDC. If you have entered, or intend to enter, into any such agreements with minority- or woman-owned entities, provide detailed information about your proposed financial and work sharing arrangement with these entities. If none are described, confirm that respondent will provide all services described above without the involvement or assistance of any other outside entities.
4. Liability Insurance. MHDC will require the successful respondent to fully indemnify and hold MHDC harmless for any acts of its employees and/or agent during the term of the contract executed in connection with this RFP. Please describe the types and amounts of insurance your institution carries to insure such liabilities.

5. Undocumented Workers. All respondents to this RFP shall provide MHDC with an Affidavit of Worker Eligibility Policy ("WEP Affidavit") stating that the respondent does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the respondent is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. This affidavit shall be updated and executed again at the time the engagement of the selected respondent is memorialized in an agreement. Please find attached the form of WEP Affidavit to be submitted to MHDC. Questions regarding these requirements may be directed to MHDC's General Counsel, Katie Jeter-Boldt, by phone at 816-759-6835 or [kjeterboldt@mhdc.com](mailto:kjeterboldt@mhdc.com).
6. Provide a list of your organization's Board of Directors/Decision-Making Body. Please do not list your organization's Advisory Board.

### **SPECIFIC EXPERIENCE AND RESOURCES**

1. MHDC Experience. Describe respondent's historical experience in serving MHDC or other state or local organizations and/or agencies in carrying out studies such as the one to be performed under this RFP.
2. Staffing. Identify the individuals who will carry out the homeless study for MHDC, including office locations, telephone numbers, fax numbers and email addresses. Provide appropriate resumes and identify each individual's responsibilities in performing the homeless study. If students will be utilized, describe their role and anticipated involvement with the project.
3. Resources. Identify any resources of the respondent that will be made available to MHDC.
4. Other Information. Discuss any topics not covered in this RFP that you would like to bring to the attention of MHDC.

### **COSTS**

MHDC will provide reimbursements on at least a quarterly basis for services provided. Disbursements will be made upon receipt of documentation for expenses.

Describe your proposed fees for carrying out the homeless study.

State whether the proposed fees include expenses, or whether expenses will be charged separately (identify those expenses that will be charged separately, if any).

### **MISCELLANEOUS**

If you desire additional information or clarification, you may contact Samantha Gamble-Kintz, Community Initiatives Information Specialist. All questions must be in writing. All responses will also be in writing and will be available to any party that requests copies thereof.

Contact with Commissioners and Staff. After the Proposal Due Date but prior to the final selection, MHDC reserves the right to contact any or all respondents by phone or email as may be necessary and appropriate to clarify certain information provided by the respondent in the proposal.

Standards of Conduct. Please refer to MHDC's "Standards of Conduct Policy" for information regarding contact with MHDC commissioners or staff pertinent to this proposal. MHDC's "Standards of Conduct" document is available on MHDC's website at [www.mhdc.com](http://www.mhdc.com).

Modifications to Proposals. No respondent may modify or correct its Proposal any time after the Proposal Due Date, except in direct response to a request from MHDC for clarification.

Revisions to this RFP. In the event that it becomes necessary to revise any part of the RFP, MHDC will provide an addendum to each firm receiving this RFP. Any additional information required to clarify portions of this RFP will be issued in the form of an addendum.

Review and Selection Process. All proposals will be reviewed by MHDC staff, who will develop recommendations and present those recommendations to MHDC's directors for consideration and selection, which is anticipated during December, 2018. MHDC may, at its option, request one or more respondents to make an oral presentation or provide a sample of their work. This presentation would be at the expense of the respondent.

Expenses Relating to Proposals. MHDC shall not be liable for any expenses incurred by respondents in replying to this Request.

Rejection and Negotiation. MHDC reserves the right to reject any or all proposals, to request additional information, or to negotiate the terms of the final contractual agreement with the selected respondent(s). The Bi-Annual Homeless Study Agreement will be awarded to the respondent(s) which, in the opinion of MHDC, is (are) the best qualified to provide such services.

## **RFP REVIEW AND SELECTION CRITERIA**

**Proposals will be evaluated on a variety of factors, including:**

1. The institution's willingness to follow the guidelines in this RFP
2. Experience and qualifications of both the respondent and the staff to be assigned to perform the homeless study, as evidenced by formal training, education and related experience
3. Institution's ability to provide the required services on a timely basis in light of the anticipated workload, and the availability of adequate personnel and resources of the respondent
4. The respondents inclusion of minority and women participation, including respondents employees and/or any participation with a minority- or woman-owned entities
5. Projected costs and proposed fee structure for services performed
6. MHDC's prior experiences, if any, with the respondent and any other factors MHDC believes would be in its best interest to consider
7. The respondent's prior history with the homeless population and services
8. The respondent's general knowledge of homeless issues
9. The level of professionalism in the proposal
10. The level of modern report design described in the proposal
11. The ability of the respondent to identify and contribute additional diverse data sources other than those data sources required in this RFP

**AFFIDAVIT OF WORKER ELIGIBILITY POLICY**

State of Missouri                    )  
  ) ss  
County of \_\_\_\_\_            )

I \_\_\_\_\_ do by oath solemnly swear and affirm as follows:

1. I am the \_\_\_\_\_ of \_\_\_\_\_, a Missouri  
\_\_\_\_\_
  
2. \_\_\_\_\_ does not and will not knowingly employ any person who is an unauthorized alien in connection with the services for which the Missouri Housing Development Commission has contracted with it.
  
3. \_\_\_\_\_ is currently enrolled in and does and, for the duration of its contract with the Missouri Housing Development Commission, will continue to participate in E-Verify (or other federally approved work authorization program) to screen all employees working in connection with the services contracted for to ensure that no unauthorized alien is employed to work in connection with said contract.

This Affidavit is given to induce the MISSOURI HOUSING DEVELOPMENT COMMISSION to enter into a contractual agreement with \_\_\_\_\_.

\_\_\_\_\_, \_\_\_\_\_  
By:  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires:  
\_\_\_\_\_