

# Missouri Housing Development Commission

## REQUEST FOR PROPOSALS TO PERFORM A GAPS ANALYSIS FOR THE MISSOURI BALANCE OF STATE CONTINUUM OF CARE



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**  
DEVELOPMENT COMMISSION

**RESPONSE DEADLINE:  
Monday, November 13, 2017 by 5:00 P.M. Central Standard Time**

Missouri Housing Development Commission  
920 Main Street  
Suite 1400  
Kansas City, Missouri 64105

Contact: Sarah Parsons, Community Initiatives Manager  
Phone: 816-759-7265  
Email: [sparsons@mhdc.com](mailto:sparsons@mhdc.com)



# **REQUEST FOR PROPOSAL TO PERFORM A GAPS ANALYSIS FOR THE MISSOURI BALANCE OF STATE CONTINUUM OF CARE**

## **INTRODUCTION**

Purpose: This document is a Request for Proposal (“RFP”), by which Missouri Housing Development Commission (“MHDC”) serving as the Collaborative Applicant for the Missouri Balance of State (BoS) Continuum of Care (CoC) seeks to obtain proposals from qualified firms (“Vendor(s)”) to conduct a gaps analysis for the 101 counties of the Missouri BoS CoC (list of BoS CoC counties included as Exhibit 1). The gaps analysis will be related to the homeless systems in ten regions of the BoS CoC through funds secured by the Missouri BoS CoC Planning Grant from the Department of Housing and Urban Development (HUD). The purpose of the RFP opportunity is for the respondent to evaluate the current BoS CoC homeless system, provide gaps analysis and any other recommendations to the BoS CoC.

Requirements: Below is a list of necessary steps to be taken throughout the course of providing a gaps analysis for the BoS CoC:

- Vendor will collaborate with MHDC Community Initiatives staff and the BoS CoC Board through monthly progress calls and/or meetings.
- Vendor will evaluate current regional homeless systems, including domestic violence provider systems, and provide recommendations and tools.
- Vendor will have continued communication via phone and email with regional leaders and the HMIS provider for the duration of the analysis project.
- Vendor will provide MHDC Community Initiatives staff with a draft and final copy of the gaps analysis and other documents for review and comment by the set deadline.
- Vendor will incorporate into document comments and feedback from the MHDC Community Initiatives staff and BoS CoC Board.
- Vendor will provide a process for annually updating the gaps analysis.

Additional Guidance: Listed below is the link to the HUD regulation. The format of the analysis is not limited to replication of previous work on the subject.

Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rule: 578.7 Responsibilities of the Continuum of Care  
[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

## **SCOPE OF SERVICES**

The Vendor will collaborate with MHDC Community Initiatives staff and BoS CoC Board to provide a gaps analysis for the 101 counties in ten regions of the Balance of State (BoS) Continuum of Care (CoC) in collaboration with the BoS CoC membership as a whole. The results of the analysis and technical assistance will be compiled into a “Gaps Analysis Report” to be presented and distributed to the BoS CoC and utilized to identify priorities and targets for future planning.

## **SPECIFIC AREAS OF INTERESTS**

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

- **Accessibility-** The report should identify gaps and make recommendations for the Missouri Balance of State to make improvements involving the accessibility of services and information appropriate for addressing the needs of the homeless population including:
  1. The accessibility of information relating to existing resources
  2. The geographic/physical location of programs within the region
  3. Quality of outreach in targeting homeless individuals and families for service delivery
  4. Programmatic entry barriers/requirements to programs and mainstream resources across the system
  
- **Availability-** The report should identify gaps and make recommendations to improve the systemic availability of housing and service options, focusing particularly on:
  1. The availability of the current housing stock
  2. Vulnerable and potentially underserved homeless subpopulations
  3. Program rules
  4. The range of services currently provided
  
- **Coordination-** This report should identify gaps and makes recommendations to improve the overall function and guidance of the system, looking further at:
  1. The engagement of the wider community to address homelessness
  2. Funding attainment and maximization
  3. Linkages made by the assessment/referral process
  4. Governance and guidance of the overall Continuum of Care
  5. Gaps in data collected at the system level for both HMIS and comparable databases

### **The scope of services to be provided shall be completed on the anticipated following timeline:**

1. On or before December 31, 2017: Complete initial meeting with MHDC Community Initiatives Staff and BoS CoC Board.
2. On or before January 10, 2018: Complete work plan.
3. On or before February 15, 2018: Outreach and research complete.
4. On or before March 1, 2018: Analysis draft to MHDC staff.
5. On or before March 31, 2018: Final document delivered to MHDC staff.
6. In addition to the above noted milestones, respondent will be required to travel as needed and/or required by MHDC to meet with regional coordinators and the HMIS lead agency to present or obtain any information necessary to complete project.

## **INSTRUCTIONS**

One copy of your proposal is due before 5:00 p.m. Central Standard Time (CST) Monday, November 13, 2017 in the office of Missouri Housing Development Commission (920 Main Street, Suite 1400, Kansas City, 64105) to the attention of Sarah Parsons, Community Initiatives Manager.

Respondents are advised that all submissions may be made available to the public on request upon completion of the process and award. 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.

## **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 and email address of the respondent's contact person(s) for this engagement.
3. Minority Participation. Describe any agreements your institution 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 your institution 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. Pursuant to Mo.Rev.Stat. §285.530.2, the successful respondent shall provide MHDC with an affidavit stating that the entity does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the entity is enrolled in and participating 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 entity shall provide evidence of participation in a federal work authorization program. Questions regarding this requirement 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). **In their proposals, all respondents should indicate whether they are currently enrolled in and participating in a federal work authorization program such as E-Verify.**

6. Provide a list of your organization's Board of Directors/Decision-Making Body including name, title, and contact information. 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 any project such as the one to be performed under this RFP.
2. Other Experience. Provide one to three examples of similar work including one reference for similar work with a Continuum of Care.
3. Staffing. Identify the individuals who will carry out the training and technical assistance for MHDC, including office locations, telephone numbers and email addresses. Provide appropriate resumes and identify each individual's responsibilities in performing the training and technical assistance.
4. Respondent Resources. Identify resources of the respondent that will be made available to MHDC.
5. Other Information. Discuss any topics not covered in this RFP that you would like to bring to the attention of MHDC.

## **COSTS**

MHDC will make available \$35,000.00 in HUD Continuum of Care Planning Grant funds.

MHDC will provide reimbursements for tasks completed. Disbursements will be made upon receipt of documentation for expenses.

Describe your proposed fees for carrying out the training and technical assistance described in this RFP.

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 Sarah Parsons, Community Initiatives Manager. 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. 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.

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

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 Gaps Analysis Agreement will be awarded to the institution(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 respondent'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 a gaps analysis, as evidenced by formal training, education and related experience.
3. Respondent'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 respondent's inclusion of minority and women participation, including the institution's 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 general knowledge of homeless issues and the Continuum of Care.
8. The level of professionalism in the proposal.
9. The level of presence and collaboration in Missouri.

## Exhibit 1

101 Counties included in Missouri Balance of State Continuum of Care

<b>Missouri Balance of State Regions</b>
<b>Balance of State – Region 1</b> Franklin, Jefferson, Crawford, Washington, Iron, St. Francois, Ste. Genevieve, Perry, Madison, Bollinger, Cape Girardeau
<b>Balance of State – Region 2</b> Lewis, Shelby, Marion, Monroe, Ralls, Pike
<b>Balance of State – Region 3</b> Putnam, Schuyler, Scotland, Clark, Sullivan, Adair, Knox, Linn, Macon, Chariton, Randolph
<b>Balance of State – Region 4</b> Atchison, Nodaway, Worth, Gentry, Harrison, Mercer, Holt, Daviess, Grundy, Livingston, Carrol, Caldwell, Clinton, Clay, Platte, Ray
<b>Balance of State – Region 5</b> Howard, Boone, Audrain, Cooper, Moniteau, Cole, Callaway, Montgomery, Morgan, Miller, Osage, Gasconade, Camden, Pulaski, Phelps, Maries
<b>Balance of State – Region 6</b> Stoddard, Scott, Dunklin, New Madrid, Mississippi, Pemiscot
<b>Balance of State – Region 7</b> Reynolds, Carter, Wayne, Ripley, Butler
<b>Balance of State – Region 8</b> Laclede, Texas, Dent, Wright, Shannon, Douglas, Howell, Oregon, Ozark
<b>Balance of State – Region 9</b> Vernon, Cedar, Hickory, Polk, Dallas, Barton, Dade, Lawrence, McDonald, Barry, Stone, Taney
<b>Balance of State – Region 10</b> Cass, Lafayette, Saline, Johnson, Pettis, Bates, Henry, Benton, St. Clair