

**REQUEST FOR PROPOSAL
TO CONDUCT A STATEWIDE HOUSING NEEDS
ASSESSMENT
FOR THE STATE OF MISSOURI**

Missouri Housing Development Commission



RESPONSE DEADLINE:

Five (5) hard copies and One (1) electronic copy on a CD-ROM / flash drive to MHDC
no later than 4:30 p.m. on Friday, February 7, 2014

SUBMIT RESPONSES TO:

William Ulm
Missouri Housing Development Commission
3435 Broadway
Kansas City, Missouri 64111
wulm@mhdc.com

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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 qualified individuals/entities (“Respondent(s)”) to conduct a study of the projected housing needs throughout the State of Missouri (the “State”) for a five (5) year period commencing from the date the study is completed. MHDC is required to conduct a statewide housing needs assessment (“Housing Needs Assessment”) pursuant to certain rules and regulations promulgated by the U.S. Department of Housing and Urban Development (“HUD”). The Commission will engage the services of the Respondent(s) that it determines is/are the best qualified based upon the Evaluation Criteria set forth herein.

SECTION II. TERMS AND CONDITIONS GOVERNING THIS RFP

A. DEFINITIONS

1. AMI

Area median gross income, adjusted for family size.

2. Best Value Contracting

The award of a contract to one or more qualified Respondents that is based not solely on the lowest price, but rather on an analysis of multiple factors including but not limited to price, quality of work, capacity, experience and references.

3. Commission

MHDC’s Board of Commissioners.

4. Consolidated Plan

The document submitted by the State to HUD pursuant to the requirements of 24 CFR Part 91 providing the State’s comprehensive housing affordability strategy, community development plan, and submissions for funding under any of the Community Planning and Development formula grant programs

5. Final Contract

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

6. Housing Needs Assessment

The statewide housing needs assessment requested to be conducted under this RFP.

7. HUD

The United States Department of Housing and Urban Development.

8. 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 or other certifying agency as deemed appropriate by MHDC in consultation with the Office of Equal Opportunity for the State of Missouri (OEO).

9. MHDC

The Missouri Housing Development Commission.

10. Proposal

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

11. Respondent

Respondent refers to any individual or entity submitting a response to this RFP.

12. RFP

This Request for Proposal.

13. 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, incorporated, or promulgated subsequent to the distribution of this RFP.

14. Standards of Conduct

The Standards of Conduct adopted by the Commission on July 31, 2009, the contents of which may be located on MHDC's web site at www.mhdc.com/about/commission/policies/standards_of_conduct.htm.

15. State

The State of Missouri.

16. 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, every Respondent (including, but not limited to, its principals, key employees and agents) under this RFP is 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 Respondent to abide by the rules and restrictions established by the Standards of Conduct may result in the disqualification of that Respondent's Response. Therefore, you are strongly encouraged to review and familiarize yourself with the Standards of Conduct. The

Standards of Conduct is available on MHDC's website at www.mhdc.com/about/commission/policies/standards_of_conduct.htm.

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. 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. 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, Weylin Watson, by phone at 816-759-6624 or email at wwatson@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.

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 contractual agreement with any Respondent. Each Respondent will be responsible for any 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 MISSOURI HOUSING DEVELOPMENT COMMISSION

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. Select one or more Respondents based on Best Value Contracting;
4. Enter into negotiations and subsequently enter into a Housing Needs Assessment contract with the successful Respondent, or enter into multiple contracts with multiple Respondents;
5. Choose not to award any contract under this RFP;
6. Add to, delete, modify or enlarge this RFP including any specifications and/or the Statement of Work, or terms or conditions;

7. Modify the terms and conditions of any proposed or executed contract awarded pursuant to this RFP;
8. Cancel or withdraw this RFP without the substitution of another RFP, or alter the terms and conditions of this RFP;
9. Conduct credit checks and investigations as to the qualifications of each Respondent at any time prior to the award of a contract; and/or,
10. Extend deadlines or otherwise modify the required schedule at its sole discretion.

G. OTHER LEGAL CONDITIONS

1. Contractual Arrangement

By virtue of its signed Proposal to this RFP, the Respondent agrees that, in the event it is selected to conduct the Housing Needs Assessment for MHDC 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, contractual 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. The Final Contract shall remain in full force and effect until completion of the Scope of Work and approval of the same by MHDC.

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 requirements for the Housing Needs Assessment under the Final Contract to include additional services or duties, and/or to provide additional time to complete the Scope of Services, provided that all such amendments to the final contract must be agreed to in writing by both MHDC and Respondent.

2. Notice Regarding Distribution of Questions and Answers

NOTICE: For the purpose of transparency and in an effort to prevent any real or perceived unfair advantage, all questions or requests for additional information submitted to MHDC regarding this RFP and the corresponding answers will be published on MHDC's website or otherwise made available to all Respondents.

3. 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.

4. Waivers

MHDC may waive any requirements imposed in this RFP when failure to grant the waiver will result in an increased cost to MHDC, or when it is 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 and Media

Each Respondent must submit five (5) executed hard copies of its Proposal and one (1) CD Rom and/or flash drive containing the text of its Proposal in searchable Adobe format. In addition, each Respondent must provide a cover letter to its proposal containing the Respondent's name and address, the contact information (i.e. address, email and phone number) for the Respondent's primary contact for purposes of any questions MHDC may have of Respondent, and a summary of the Respondent's price proposal for performing the Scope of Work.

2. Delivery Instructions/MHDC Point of Contact

All questions and requests for additional information must be submitted in writing via email and should include a subject line of "Housing Needs Assessment RFP Inquiry" to wulm@mhdc.com.

Proposals must be submitted as outlined herein and will not be accepted via fax, email or any other form of electronic delivery.

3. Submission of Questions

Questions regarding this RFP should be directed to MHDC in writing by mail, facsimile or electronic mail to:

William Ulm
Missouri Housing Development Commission
3435 Broadway
Kansas city, Missouri 64111
(816)759-6829 (fax)
wulm@mhdc.com

NOTICE: No verbal questions will be answered. All questions and inquiries must be in writing and submitted via one of the forms authorized above.

4. Deadline for Submission of Proposal

Proposal is due and must be received by MHDC at its offices at 3435 Broadway, Kansas City, Missouri 64111 no later than 4:30 PM (Central) on Friday, February 7, 2014. Proposals received after 4:30 PM (Central) on Friday, February 7, 2014 will not be accepted. Proposal should be directed to the attention of William Ulm.

No Respondent may modify or correct its Proposal at any time after the Proposal Due Date, except in direct response to a request from MHDC for Clarification.

5 Extensions of Proposal Deadlines

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

6 Anticipated Timetable

RFP Release Date: **December 10, 2013**

Final date for submission of requests for additional information: **January 24, 2014**

Proposal Due Date: **Friday, February 7, 2014 at 4:30 PM (Central)**

Publication of MHDC selections: **Monday, April 21, 2014**

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 on our web site at www.mhdc.com/rfp/.

SECTION IV. PROPOSAL PREPARATION

A. MANDATORY PROPOSAL SECTIONS

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

- **Executive Summary and Conclusions**
- **Proposed Plan for Conducting the Housing Needs Assessment**
- **Qualifications and Experience**
- **References**
- **Price Proposal and Estimated time to complete**
- **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. PROPOSED SCOPE OF SERVICES

1. Housing Needs Assessment

In 1995, HUD implemented rules requiring each state and certain units of local government to submit Consolidated Plans. The purpose of each Consolidated Plan is to (i) serve as the comprehensive housing affordability strategy and community development plan for the jurisdiction submitting it and (ii) serve as the application for funding under any or all of HUD's Community Planning and Development formula grant programs (i.e. the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with Aids (HOPWA)). HUD's regulations establishing the requirements for the Consolidated Plan, including the requirements for a Housing Needs Assessment, are set forth in 24 CFR Part 91. This rule is being revised as a result

of changes to the Emergency Solutions Grant Program. The ESG Interim Rule includes both changes to the Emergency Shelter Grant regulations at 24 CFR Part 576 and conforming changes to the Consolidated Plan regulations at 24 CFR Part 91. Certain sections of 24 CFR Part 91 establishing or governing specific components of the Housing Needs Assessment are specifically cited herein. However, all such citations are provided purely for the Respondent's convenience and are not intended to be the sole and exclusive regulatory sections with which the Respondent should be familiar or which the Respondent should seek to comply with. Each Respondent is expected to fully review all applicable statutes and regulations applicable to the Housing Needs Assessment and to factor all such requirements into its proposed plan and cost structure.

The Housing Needs Assessment must be conducted in accordance with the requirements imposed upon MHDC under 24 CFR 91.305. The requirements of this regulation which must be covered in the final Housing Needs Assessment include, but are not limited to, the following:

- a) All categories of persons/families specifically identified under 24 CFR 91.305(b)(1)(i) must be covered in the Housing Needs Assessment;
- b) All summaries required pursuant to 24 CFR 91.305(b)(1)(ii) must be provided;
- c) Any disproportionate needs for specific racial or ethnic groups as specifically described in 24 CFR 91.305(b)(2) must be fully addressed;
- d) The full nature and extent of homelessness within the State must be addressed (as specifically detailed in 24 CFR 91.305(c)); and,
- e) Accurate estimates of all supportive housing needs as specifically detailed in 24 CFR 91.305(d) and all lead-based paint hazards as specifically detailed in 24 CFR 91.305(e).

MHDC is seeking a Respondent to conduct a comprehensive housing needs assessment for the State. In the context of conducting the Housing Needs Assessment pursuant to the requirements stipulated above, the successful Respondent must ensure that the final Needs Analysis addresses and fulfills MHDC's stated goals. Specifically, the successful Respondent must ensure that the Needs Analysis provides all of the following:

- a) Identification of populations, demographics and household compositions statewide and by region;
- b) Identification of current and long-term housing trends and needs throughout the State as a whole and further broken down by population subsets (elderly, special needs, disabled, veteran, working families (i.e. families with incomes at or below 30%, 50%, 60%, 80% and individuals/families with incomes at or below 125% of AMI);
- c) Identification of current and long-term housing needs in all counties;
- d) Provide detailed analysis on specific communities and populations in need of further assessment due to their unique nature, while highlighting differences between those communities and their needs;
- e) Identification and evaluation of renters and home-owners within the State who are cost burdened (i.e. those whose rent/mortgage payments exceed 30% of their income);
- f) Full analysis of housing trends across segments of the regions and populations of the State;
- g) Determination of availability and condition of existing housing stock throughout the State;
- h) Analysis of economic and employment realities/challenges if it is determined that there are communities with unique characteristics.
- i) Analysis of impacts (both statewide and by region) of residential foreclosures on housing stock and housing needs;

- j) Analysis of trends and need for preservation of existing affordable housing units compared to need for construction of new affordable housing units;
- k) A statewide rent analysis for properties subsidized by state and/or federal low-income housing tax credits and/or HOME funds (including analysis of how many affordable housing properties are created with MHDC resources versus without MHDC resources);
- l) Identification of available tools and resources, as well as opportunities for leveraging existing resources, to further assist in the development of affordable housing throughout the State;
- m) Provide data and analysis for the Analysis of Impediments to Fair Housing. This data should include an analysis of the percentage of families living below the poverty line and the percentage of households receiving public assistance (poverty index); the distance to nearest transportation stations; a review of prior and current activities associated with fair housing programs in the state; home mortgage disclosure act (HMDA) data; an evaluation of public policies and practices affecting the provisions of fair housing including but not limited to, public services, planning and zoning laws, land use regulations, community development policies and practices; and identification of existing barriers and/or impediments to fair housing within the State. The review must be conducted in accordance with existing requirements imposed by HUD for an AI Study pursuant to HUD's Fair Housing Planning Guide, and any updates to the AI Study regulations as published by HUD, located at www.hud.gov/offices/fheo/images/fhpg.pdf;
- n) Provide a comprehensive analysis of the housing needs throughout the State, including rural, suburban and urban areas of the State, as well as information on rental, single family, special needs and homeless housing needs;
- o) Provide a comprehensive analysis of housing needs as it relates to special needs housing needed throughout the rural, suburban and urban areas of the State including a breakdown by housing type and special needs category including the special needs services needed to enhance the housing stability and independence of the special needs residents including persons who are physically, emotionally or mentally impaired or persons who suffer from mental illness, are developmentally disabled, homeless, or youth aging out of foster care;
- p) Factor in economic, transportation, population and demographic data in projecting and analyzing housing needs;
- q) Provide a comprehensive analysis of the demand and supply of affordable housing statewide;
- r) Conduct public hearings by region, in at least 6 (six) locations throughout the state after the preliminary draft needs assessment has been prepared for public comment.

The final Housing Needs Assessment provided to MHDC should be designed to provide MHDC with clear, accurate and concise data together with conclusions and opportunities that will allow MHDC to strengthen communities and the lives of Missourians through the financing, development and preservation of affordable housing.

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 will be appreciated.

1. Location and Personnel. Provide the name, address, telephone number, fax number and email address of the Respondent. Identify a primary contact person regarding the response and the proposed project manager for the engagement. Identify all individuals anticipated to be

involved in the preparation of the Housing Needs Assessment and the role each is expected to fill. Provide resumes for each individual so identified and/or a brief summary of each individual's qualifications to perform the work in question. To the extent students will be utilized in preparing the Housing Needs Assessment describe their roles and anticipated involvement in each project.

2. 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. 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.
3. 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/fax numbers, 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.
4. 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, Weylin Watson, by phone at (816)759-6624 or email at wwatson@mhdc.com.
5. 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 in or who will enroll in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. A copy of the requisite affidavit is attached hereto as Exhibit "A" (an original of which must be signed, acknowledged and submitted by each Respondent as part of

its Proposal submitted under this RFP. 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 an affidavit to MHDC in the form attached hereto, as well as proof of that entity's enrollment and participation a federal work authorization program and these workforce requirements must be contained in any agreement between the Respondent and said third-party. Questions regarding this requirement may be directed to the Commission's General Counsel, Weylin Watson, by phone at (816)759-6624 or email at wwatson@mhdc.com. **In your proposal, please indicate whether your firm is currently enrolled in and participating in a federal work authorization program such as E-Verify.**

6. Scope of Services. Respondent must describe how it will fulfill all requirements and expectations set forth in the Scope of Services, including the processes and procedures it will use to accomplish all tasks required under this RFP. The responses should be as detailed as possible in addressing how all services to be provided.
7. Institutional Resources. Identify all resources being made available to MHDC by Respondent for the purposes of completing the Scope of Work.
8. MHDC Experience. Describe the Respondent's historical experience in working with or serving MHDC, including descriptions of work previously performed for MHDC.
9. Related Experience. Describe the Respondent's experience in working with other state or federal governmental entities in carrying out studies similar in nature to the Housing Needs Assessment to be conducted under this RFP and include a list of all such similar studies and assessments conducted by Respondent.
10. References. Respondent must provide MHDC with a minimum of two (2) references from entities for which Respondent has performed research studies in the past.
11. Other Information. Detail and discuss any other information not specifically covered or requested by this RFP which Respondent believes is pertinent to MHDC consideration in selecting a Respondent to carry out the Scope of Work.

D. STRUCTURE OF PROPOSAL

Each Respondent is required to submit a complete Proposal and attest to the accuracy and completeness of its Proposal. 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.

The Commission desires to consider Proposal in a consistent and easily comparable format as established in this RFP. Proposal not organized as set forth in this RFP may, at the Commission's 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 sixty (60) days; and
3. All information in the Proposal is true and correct to the best of his or her 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 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). Responses to each numbered question shall be on a separate page (e.g. answers to Question 1 should begin on a separate page from the response to Question 2).

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 and the specific personnel to be assigned to the Housing Needs Assessment;
2. Relevant experience conducting similar studies and assessments with other state or federal governmental entities;
3. The location, extent and capabilities of the Respondent's offices and number of employees in the State;
4. Participation by a public or private university or college as the lead party conducting the Housing Needs Assessment and Assessment of Fair Housing (**please note that MHDC will give a preference to any Respondent that is a public or private college/university and/or any Respondent proposing to utilize a public or private college/university as the lead party in its proposal**);

5. Respondent's ability and willingness to carry out the full Scope of Work and demonstrated understanding of the federal and State statutory and all applicable regulatory requirements associated with each of the Housing Needs Assessment, Consolidated Plan;
6. Innovative ideas or suggestions reflected in the Respondent's Proposal;
7. The Commission's prior experience, if any, in working with the Respondent and any other factors the Commission believes would be in its best interest to consider;
8. Respondent's proposed fees and charges for performing the full Scope of Work;
9. Respondent's ability to meet the Commission's desired timelines specified in this RFP;
10. 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,
11. Overall level of professionalism displayed in the Respondent's Proposal.

F. PRICE PROPOSAL

Provide a price proposal that delineates the following costs:

1. Total fees Respondent intends to charge for conducting the Housing Needs Assessment;
2. Itemization of any expenses or other charges (including any reimbursable costs) which Respondent anticipates will be charged separate from the fees covered by 1 above along with a proposed cap on such additional charges.