

REQUEST FOR PROPOSALS FOR A LEAD AGENCY TO ADMINSTRATE THE MISSOURI BALANCE OF STATE CONTINUUM OF CARE HOMELESS MANAGEMENT INFORMATION SYSTEM (“HMIS”)

Missouri Housing Development Commission



RESPONSE DEADLINE:

[Five (5)] hard copies and [one (1)] electronic copy to ci.applications@mhdc.com
no later than [4:30] p.m. on [Friday, May 30, 2014]

SUBMIT RESPONSES TO:

Heather Bradley-Geary
Community Initiatives Manager
Missouri Housing Development Commission
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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 Proposals (“RFP”) is to obtain proposals from qualified individuals/entities (“Respondent(s)”) to provide the Balance of State Continuum of Care (“BoS CoC”) with a lead agency for the Homeless Management Information System (“HMIS”). 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. Annual Homeless Assessment Report

A report to the United State Congress on homelessness in America.

2. Balance of State Continuum of Care

The Continuum of Care that incorporates 101 rural counties in Missouri, excluding: Andrew County, Buchanan County, Christian County, DeKalb County, Greene County, Jackson County, Jasper County, Lincoln County, Newton County, St. Charles County, St. Louis City County, St. Louis County, Warren County, and Webster County.

3. 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, and experience.

4. Commission

MHDC’s Board of Commissioners.

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. Homeless Management Information System

The community-wide database congressionally mandated for all programs funded through the Department of Housing and Urban Development homeless assistance grants.

7. HUD

The United States Department of Housing and Urban Development.

8. MHDC

The Missouri Housing Development Commission.

9. Point-in-Time Count

A one-day count of all homeless people in a defined area.

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 Proposals.

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 Proposals 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 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 act as the HMIS lead agency for the BoS CoC, MHDC, 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 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

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 with Construction Inspectors

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 proposals. 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 [one (1)] electronic copy to ci.applications@mhdc.com.

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 "HMIS RFP Inquiry" to hgeary@mhdc.com.

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

Submission of Questions

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

Heather Bradley-Geary
Missouri Housing Development Commission
3435 Broadway
Kansas city, Missouri 64111
hgeary@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.

3. Deadline for Submission of Proposals

Proposals are 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 May 30, 2014. Proposals received after 4:30 PM (Central) on May 30, 2014 will not be accepted. Proposals should be directed to the attention of Heather Bradley-Geary, Community Initiatives Manager.

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.

4. Extensions of Proposal Deadlines

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

5. Anticipated Timetable

RFP Release Date: **April 21, 2014**

Final date for submission of requests for additional information: **May 23, 2014**

Proposal Due Date: **May 30, 2014 at [4:30] PM (Central)**

Publication of MHDC selections: **June 23, 2014**

B. 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 be provided to each Respondent receiving this RFP and will also be posted on our web site at www.mhdc.com/rfp.

SECTION IV. PROPOSAL PREPARATION

A. SCOPE OF SERVICES

Respondents shall include an overview of the ability to perform the following items (addressed separately):

HMIS Lead Agency:

- Provide necessary staffing and expertise to act as the lead agency for HMIS for the BoS CoC
- Review, interpret, and ensure compliance with HUD's technical and data standards
- Provide consistent training and technical assistance for user agencies to ensure complete and accurate data
- Coordinate and conduct the sheltered Point-in-Time Count to include but not limited to, data collection, analysis, and reporting to various entities
- Collaboration with other HMIS providers in the state to provide consistent data across Missouri
- Participate in state funder trainings for agencies to ensure understanding of data collection and reporting
- Participate in HMIS Advisory Committee
- Accountability for informing HMIS users and funders of HMIS activities of changes to HUD's HMIS data standards and expectations and guidance for reports
- Frequent monitoring of CoC performance with data entry, data analysis, and data quality
- Bi-monthly report to BoS committee on status of HMIS
- Work with Domestic Violence victim services to establish guidelines of a comparable database
- Identify domestic violence victim services required to enter data in a HMIS comparable database
- Effective customer service provided to agencies and funders, including a designated contact that is easily accessible and responds within 24 hours

- Coordinated Assessment technical assistance
- Qualifications and Experience
- Price Proposal
- Proposal of Terms, Conditions and Other Requirements

B. 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, and email address of the Respondent. Identify a primary contact person regarding the response. Provide resumes for each individual so identified and/or a brief summary of each individual's qualifications to perform the work in question.
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.
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.
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 individual(s) participating in the preparation of the Proposal vis-à-vis this RFP. 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 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 HMIS.
10. References. Respondent must provide MHDC with a minimum of three (3) references from entities for which Respondent has performed services of a similar scope as those contemplated under this RFP within the past two (2) years.
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.

C. 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 Proposals in a consistent and easily comparable format as established in this RFP. Proposals 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 to 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 ninety (90) 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.

Proposals must contain all sections required under Section IV (A) and IV (B) 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.

D. EVALUATION CRITERIA

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

1. Capacity to act as the lead agency for the BoS CoC (20 points).
2. Experience in performing as a lead agency for a CoC (5 points).
3. Staff in the state of Missouri (5 points).
4. Experience in working with rural communities and domestic violence victim service providers (15 points).
5. Experience in analyzing and reporting homeless data (10 points).
6. Ability to perform compliance and technical assistance (17 points).
7. Experience in performing compliance and technical assistance (5 points).
8. Ability to provide in- person and on-line statewide training (12 points).
9. Experience with HUD data standards (8 points).
10. Experience with federal grants (3 points).

E. PRICE PROPOSAL

Provide a price proposal that delineates the total fees Respondent intends to charge for acting as the Lead Agency for the BoS CoC HMIS on an annual basis.