

Missouri Housing Development Commission

REQUEST FOR PROPOSALS TO PERFORM MISSOURI HOMELESS STUDY



Strength, Dignity, Quality of Life

MISSOURI HOUSING
DEVELOPMENT COMMISSION

RESPONSE DEADLINE:

Friday, January 16, 2015, by 4:30 P.M. Central Standard Time

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

Kansas City, Missouri 64105

Contact: Alyssa Murphy, Community Initiatives Information Specialist

Phone: 816-759-6636

Email: amurphy@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 2013 and 2014. 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 provider and state agencies.

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 providers 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 providers 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 provider 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 Housing Development Commission Board of Directors and the Governor’s Committee to End Homelessness.

Additional Guidance: Below are links to the 2011 and 2013 Homeless studies. The format of the 2015 study is not limited to replication of previous studies.

http://www.mhdc.com/ci/documents/SHM_2011.pdf

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

The RFP is available from MHDC in hard copy by U.S. mail or electronically on MHDC’s website at 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 will be analyzed to make recommendations and comparisons to previous homeless study results. Specific sub-population data including, but not limited to, individuals with disabilities, veterans, survivors of domestic violence, persons with HIV/AIDS, ex-offenders, children/youth, persons with substance abuse and the chronically homeless will be reported on extensively.

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 April 1, 2015: Complete meeting with CoC leaders and HMIS providers 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 May 1, 2015: All data collected; provide MHDC Community Initiatives staff with a detailed outline of the study
3. On or before June 30,2015: Draft copy of homeless study due to MHDC Community Initiatives staff
4. On or before July 31,2015: Finalized homeless study due to MHDC Community Initiatives staff for final approval
5. September-October 2015: Travel to present final study to the Governor's Committee to End Homelessness (in Columbia, Missouri on a date to be announced) and the Missouri Housing Development Commission Board of Directors (on a date to be announced).
6. In addition to the above noted milestones, Respondent will be required to travel as needed and/or required by MHDC to meet with HMIS providers.

INSTRUCTIONS

One copy of your proposal is due before 4:30 p.m. Central Standard Time Friday, January 16, 2015 in the office of Missouri Housing Development Commission 920 Main Street, Suite 1400, Kansas City, 64105, to the attention of Alyssa Murphy, Community Initiatives Information Specialist.

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

2. Institution 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 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. All respondents to this RFP shall provide MHDC with an 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 hereto a draft affidavit. Questions regarding these requirements may be directed to MHDC's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at wwatson@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 your institution'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. Institutional Resources. Identify resources of the institution 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. The disbursement schedule is as follows:

First disbursement: April 30, 2015
Second disbursement: June 30, 2015
Third disbursement: August 31, 2015
Final disbursement: Upon completion of all terms of the contract and delivery to MHDC of a final copy of a homeless study which MHDC deems satisfactory in its sole discretion.

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 Alyssa Murphy, 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. 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.

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 by February 28, 2015. MHDC may, at its option, request one or more respondents to make an oral presentation. 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 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 institution's willingness to follow the guidelines in this RFP
2. Experience and qualifications of both the institution 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 institution
4. The institution'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 institution and any other factors MHDC believes would be in its best interest to consider
7. The institution's prior history with the homeless population and services
8. The institution's general knowledge of homeless issues
9. The level of professionalism in the proposal

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:
