

Missouri Housing Development Commission

REQUEST FOR PROPOSALS FOR COORDINATED ENTRY NETWORK ADMININSTRATORS AND SERVICES FOR THE MISSOURI BALANCE OF STATE CONTINUUM OF CARE IDENTIFIED PILOT REGIONS



Strength, Dignity, Quality of Life

MISSOURI HOUSING
DEVELOPMENT COMMISSION

RESPONSE DEADLINE:

Friday, November 11, 2016, 4:30 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

**REQUEST FOR PROPOSALS FOR
COORDINATED ENTRY NETWORK ADMINISTRATORS AND SERVICES
FOR THE MISSOURI BALANCE OF STATE CONTINUUM OF CARE
IDENTIFIED PILOT REGIONS**

INTRODUCTION

Purpose: This document is a Request for Proposals (“RFP”), by which Missouri Housing Development Commission (“MHDC”) seeks to obtain proposals from qualified agencies (“Vendor(s)”) to facilitate and develop a Coordinated Entry Network (CEN) within the identified pilot regions of the Balance of State (BoS) Continuum of Care (CoC). The purpose of the CEN is to assist agencies within the CoC identified pilot regions to participate in a coordinated effort to connect individuals and families experiencing homelessness with appropriate housing resources.

Requirements: Below is a list of necessary items that must be addressed throughout the completion of the vendor proposal:

- Vendor will designate a full-time employee with travel ability to oversee the operations of the CEN in their BoS region(s).
- Vendor must be able to demonstrate comprehensive experience and knowledge of providing supportive services and referrals for households experiencing housing instability.
- Vendor will complete a housing assessment for households utilizing the CEN.
- Vendor will actively engage service providers and the community at-large to complete asset mapping and gaps analysis that identifies local resources that have potential programs, services, funds, or in-kind gifts to broaden the CEN.
- Vendor will maintain a system of communication with statewide CEN partners.
- Vendor will attend and conduct community meetings and trainings.
- Vendor will demonstrate the knowledge and capability for data collection and reporting in HMIS and other required reporting methods.
- Vendor will manage a prioritization list and establish local process for maintaining and managing a prioritization list in the CEN.
- Vendor will follow and promote BoS CoC coordinated entry guiding principles.
- Vendor will maintain record of referrals, services provided and housing outcomes.
- Vendor will support and expand existing coordinated entry network initiatives.
- Vendor will participate in training opportunities provided by MHDC.

Distribution of RFP: In addition to this document, the RFP submission will require the following documents from the Vendor:

- Board of Directors List.
- Two letters of support from existing coordinated entry network agencies that provide relevant housing services in the region(s) the Vendor proposes to serve.

ADDITIONAL GUIDANCE

Below is a link to the Governor’s Committee to End Homelessness website that includes the BoS CoC Coordinated Entry Toolkit:

<http://www.endhomelessnessmo.org/bos-coordinated-entry>

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

Interested Vendors will be responsible for implementation of the CEN Initiative in one of the two identified pilot regions of the BoS CoC in Missouri as defined below:

Region 8: Laclede, Dent, Texas, Wright, Shannon, Douglas, Howell, Oregon, Ozark

Region 10: Lafayette, Saline, Cass, Johnson, Pettis, Bates, Henry, Benton, St. Clair

The CEN is intended to streamline assistance to individuals and families by reducing as many barriers as possible throughout the referral, intake and assessment process, in addition to creating an environment where the individual or family is not responsible for navigating a complicated service system of eligibility requirements.

Vendor will be responsible for identifying gaps in social and housing services, duplication of work among service providers and creating a detailed plan on how connections will be made once selected.

The scope of services to be provided may also include any or all of the following:

1. Evaluate and update the CEN at least annually.
2. Conduct surveys, focus groups and take other actions to gather feedback from individuals and families experiencing homelessness and from those recently connected to housing through the coordinated entry network.
3. Ensure protocols are in place to ensure the safety of individuals seeking assistance, specifically people fleeing or attempting to flee domestic violence.
4. Utilize HMIS and other systems for coordinated entry data collection and prioritization processes.
5. Be knowledgeable of eligibility criteria for housing programs in the network.
6. Utilize culturally competent practices during housing assessment and referral.
7. Be knowledgeable of eligibility determinations, referral and applications process for mainstream programs and resources.
8. Effectively communicate and distribute information about the CEN through a variety of communication methods, including, but not limited to: telecommunications, community meetings, social media and group discussions.

The proposal to implement the CEN will follow the timeline below:

1. On or before November 11, 2016 one copy of the CEN RFP is due to MHDC offices no later than 4:30 PM Central Standard Time (CST).
2. On or before November 30, 2016, MHDC staff will notify selected Vendor(s) of approval.
3. The initial grant term will run for one year (December 1, 2016 through December 31, 2017) with the option to extend the term for a second year at MHDC's sole discretion.

INSTRUCTIONS

One hard copy of your proposal is due by 4:30 p.m. Central Standard Time (CST) November 11, 2016 to the office of Missouri Housing Development Commission, 920 Main Street, Suite 1400, Kansas City, MO 64105-2017 to the attention of Sarah Parsons, Community Initiatives Manager.

Vendors responding to this RFP 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 Vendor 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, Vendor 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, sources and uses statement, board of directors listing and two letters of support from existing coordinated entry network agencies that provide relevant housing services in the region(s) the Vendor proposes to serve.

GENERAL INFORMATION

Provide a brief description of your agency, 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.
2. Respondent Contact(s). Provide the name, address, telephone number, fax 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 agency 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, Katie Jeter-Boldt, by phone at 816-759-6835 or email at 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 implementing the duties such as the ones to be performed under this RFP.
2. Staffing. Identify the individuals who will carry out the planning and implementation of the CEN and include any resumes or job descriptions.
3. Respondent Resources. Identify existing or anticipated resources of the respondent that will be utilized to implement the CEN.
4. Other Information. Discuss any topics not covered in this RFP that you would like to bring to the attention of MHDC.

COSTS

To implement the CEN, an amount up to \$170,000.00 will be made available to support the initiative. Please note, no more than \$85,000.00 will be available to each of the BoS CoC identified pilot regions as defined above, respectively.

Please provide a detailed analysis of anticipated costs for implementing the CEN using the eligible activities listed below.

Eligible Activities Include:

Funds may be used to pay for the salaries, benefits, and travel for staff providing coordination for the coordinated entry network in the assigned region(s) of the BoS CoC in addition to administrative costs associated with the position.

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.

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 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 Coordinated Entry Network 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 facilitate the CEN, as evidenced by formal training, education and experience related to housing services, diversion, and the housing first model in proposed region. Respondent's knowledge and participation in existing Coordinated Entry initiatives in the BoS CoC.
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 business enterprise.
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 to be in its best interest to consider.
7. The respondent's prior history with administering or collaborating with HUD homeless assistance programs.

8. The respondent's general knowledge of homeless issues and the Continuum of Care structure.
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:
