

Missouri Housing Development Commission

REQUEST FOR PROPOSALS TO PERFORM TRAINING AND TECHNICAL ASSISTANCE ON COORDINATED ENTRY AND DIVERSION METHODS TO 10 REGIONS IN THE MISSOURI BALANCE OF STATE CONTINUUM OF CARE



Strength, Dignity, Quality of Life

MISSOURI HOUSING
DEVELOPMENT COMMISSION

RESPONSE DEADLINE:
Friday, November 18, 2016, by 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

REQUESTS FOR PROPOSAL FOR TRAINING AND TECHNICAL ASSISTANCE ON COORDINATED ENTRY AND DIVERSION METHODS TO 10 REGIONS IN THE MISSOURI BALANCE OF STATE CONTINUUM OF CARE

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 training and technical assistance for the 101 counties of the Missouri Balance of State (BoS) Continuum of Care (CoC) related to the development of Coordinated Entry and Diversion systems in 10 regions of the BoS CoC through funds secured by the Missouri Balance of State Planning Grant with the Department of Housing and Urban Development (HUD) with a special emphasis in two pilot Coordinated Entry Network Initiative regions. The purpose of the RFP opportunity is for the respondent to evaluate the current BoS Coordinated Entry System, provide best practices of Coordinated Entry and Diversion recommendations. In addition, the Vendor will assist in the development of policies and procedures, conduct training for coordinators in each of the two pilot Coordinated Entry Network Initiative regions, HUD funded agencies and ultimately all members of the BoS CoC.

Requirements: Below is a list of necessary steps to be taken throughout the course of providing Coordinated Entry development and training:

- Vendor will collaborate with MHDC Community Initiatives staff through monthly progress calls and/or meetings.
- Vendor will evaluate current regional Coordinated Entry Systems and provide recommendations and tools.
- Vendor will conduct training, in a format to be determined, to include each of the two pilot Coordinated Entry Network Initiative regional coordinator contacts and HMIS lead agencies on Coordinated Entry implementation and Diversion Strategies.
- Vendor will conduct training, in a format to be determined, for HUD funded agencies and ultimately the entire Balance of State Continuum of Care membership.
- Vendor will have continued communication via phone and email with regional leaders and HMIS providers for the duration of the training project.
- Vendor will provide MHDC Community Initiatives staff with a draft and final copy of the trainings and other documents for review and comment by the set deadline.
- Vendor will incorporate into training and other document comments and feedback from the MHDC Community Initiatives staff.

Additional Guidance: Below are links to HUD documents referencing Coordinated Entry Requirements. The format of the training and technical assistance is not limited to replication of previous training on the subject.

<https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/>

https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.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 provide training and technical assistance to 101 counties in ten regions of the Balance of State (BoS) Continuum of Care (CoC) and the BoS CoC membership as a whole with special emphasis on the two Coordinated Entry Network Initiative pilot regions. The results of the training and technical assistance will be compiled into a Coordinated Entry plan to be distributed to the BoS CoC.

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 training and technical assistance may provide information on the following:

1. Identification of service needs and gaps in each region to help communities plan their assistance and identify needed resources.
2. Prioritization and low-barrier approaches utilizing the VI-SPDAT and HMIS of the CoC.
3. Referral and assessment protocols and special attention to participants fleeing domestic violence and youth.
4. Utilization of the Coordinated Entry System in rural areas and obtaining full BoS CoC coverage.
5. Mainstream housing and service utilization and access through partnerships with other state agencies.
6. Prevention and Diversion methods to be implemented at system access points.
7. Other noteworthy trends that may be discovered during the review process that is deemed to have a significant impact on the development and implementation of Coordinated Entry.

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 December 15, 2016: Complete initial meeting with MHDC Community Initiatives Staff.
2. On or before January 1, 2017: Initiate conference call with regional coordinators to provide Coordinated Entry overview and solicit feedback.
3. On or before January 15, 2017: Draft coordinator general Coordinated Entry training due to MHDC Community Initiatives staff.
4. On or before January 31, 2017: Finalized coordinator training due to MHDC Community Initiatives staff for final approval and corrections.
5. February 2017: Final training presented to MHDC, regional coordinators and CoC membership.
6. March 31, 2017: Final evaluation and recommendations for BoS Coordinated Entry System presented to MHDC and regional coordinators.

7. 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 HMIS lead agencies to present or obtain any information necessary to complete project.

INSTRUCTIONS

One copy of your proposal is due before 4:30 p.m. Central Standard Time (CST) Friday, November 18, 2016 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 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. 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 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, 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 carrying out studies such as the one to be performed under this RFP.
2. Staffing. Identify the individuals who will carry out the training and technical assistance for MHDC, including office locations, telephone numbers, fax numbers and email addresses. Provide appropriate resumes and identify each individual's responsibilities in performing the training and technical assistance.
3. Respondent Resources. Identify resources of the respondent 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.

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.

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 Training 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 the Coordinated Entry training and technical assistance, 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 prior history with providing training on HUD homeless assistance programs and Coordinated Entry.
8. The respondent’s general knowledge of homeless issues and the Continuum of Care.
9. The level of professionalism in the proposal.
10. The level of presence and collaboration in Missouri.

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:
