



CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION

FY2020

**DOMESTIC VIOLENCE
SHELTER FUNDING**

**REQUEST FOR PROPOSALS
(RFP)**

*Bidder's Conference
October 29, 2019 at 10:00 am
Department of Human Services
1520 Market St. 4th Floor, Room 4065,
Large Conference Room
St. Louis, MO 63103*

Release Date: October 11, 2019
Due Date: November 6, 2019, 4 pm



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES
HOMELESS SERVICES DIVISION
2020 REQUEST FOR PROPOSALS**

The City of St. Louis, Department of Human Services is issuing Request For Proposals (RFP) for the following:

2020 Domestic Violence Shelter Funding

Beginning October 11, 2019, FY2020 RFP packets will be available via pick-up at the Homeless Services Division or at the following website:

<https://www.stlouis-mo.gov/government/procurement/>

Bidder's Conference will be held on October 29, 2019, at 10:00 am. at the Department of Human Services, City of St. Louis, 1520 Market Street, 4th Floor, Room 4065, Large Conference Room, St. Louis, MO 63103. Participation is strongly encouraged but not mandatory.

All other questions should be submitted on or before November 1, 2019 and should be referred to:

**Amy Bickford
Chief Program Manager
Department of Human
Homeless Services Division
1520 Market Street, Room 4065
St. Louis, MO 63103
bickforda@stlouis-mo.gov**

Each question should begin by referencing the RFP page number and section to which it applies. DHS will record any questions and provide written responses that will be posted on the website. No phone or verbal questions will be accepted or answered. All questions must be written and submitted to the contact person above.

Contact with the Selection Committee members is strictly prohibited.

To be considered by the Selection Committee, Proposal Packets must be submitted to the above address by 4:00 p.m. November 6, 2019. Proposal Packets must include the Proposal Cover Sheet (attached), narrative document, and all required attachments. Please provide seven (7) copies of Proposal Packet at the time of submission (please no staples). Proposals received after the aforementioned date and time, or incomplete proposals may be rejected. The City of St. Louis reserves the right to reject and/or negotiate any and all proposals

ABOUT THE CITY OF ST. LOUIS HOMELESS SERVICES DIVISION

As administrator of federal, state and local funds, the City of St. Louis Department of Human Services, Homeless Services Division (HSD) provides a comprehensive approach in responding to the diverse needs of people experiencing homelessness or housing displacement in the City of St. Louis.

The City of St. Louis HSD is the collaborative applicant for the St. Louis City Continuum of Care (CoC), as well as the administrator of Emergency Solution Grant (ESG) and Domestic Violence Shelter Funding (RSMo 455.210 - 455.230). HSD performs several important functions to coordinate homeless services with the CoC in St. Louis City that includes the following:

- Development, coordination, and monitoring of new and existing housing and services programs to meet the needs of people experiencing homelessness and/or at-risk of homelessness,
- Negotiation of contracts with social services agencies ensuring that housing and services are delivered efficiently, effectively and unduplicated,
- Collaboration and partnership with a broad spectrum of participants in the homeless services delivery system such as health and human services professionals, advocates, government officials, representatives from nonprofit agencies, businesses and persons with lived experience from the metropolitan area, to address any needs that arise for the homeless community,
- Participation in a wide array of community meetings, committees, councils, training events and national events and conferences, and community events, to educate and share information and best practices in the field of serving and housing homeless individuals and families.

Through these activities, the Homeless Services Division works to ensure an efficient homeless services system for funding the most efficient and effective programs, reducing duplication of services and increasing innovative program design.

FUNDING SOURCE

Missouri state law, at RSMo Section 488.445, authorizes the governing body of any county or city not within a county, by order or ordinance may impose a fee upon the issuance of a marriage license and may impose a surcharge upon any civil case filed in the circuit court. The proceeds of which only can be expended to provide financial support to shelters for victims of domestic violence. The City Code, Chapters 5.53 and 5.66 are the city implementing ordinances and designates the Department of Human Services/Homeless Services Division as the agency responsible for administration of these funds, in accordance with state law.

The amount to be awarded is approximately \$100,000. Contract terms will be One (1) Year.

PROPOSAL REQUIREMENTS

Missouri state law requirements (RSMo 455.200 to 455.230) require an annual application process to support domestic violence shelters for this funding. A shelter for victims of domestic violence may apply for funds to be used for the funding of the shelter. To qualify for funding, the following requirements need to be met (RSMo 455.220).

1. Evidence that the shelter is incorporated in this state as a nonprofit corporation;
2. A list of the directors of the corporation, and a list of the trustees of the shelter if different;
3. The proposed budget of the shelter for the following calendar year;

4. A summary of the services proposed to be offered in the following calendar year;
5. An estimate of the number of persons to be served during the following calendar year.
6. Prior to providing any advocacy services, inform individuals served by the shelter of the nature and scope of the confidentiality requirement in subdivision (5) of this subsection.

Additionally, a shelter does not qualify for funds if it discriminates in its admissions or provision of services based on race, religion, color, age, marital status, national origin or ancestry.

Upon receipt of an application for funds from a shelter that meets the criteria set forth in section [455.220](#), the designated authority, on or before the fifteenth day of November of the year in which the application is filed, shall notify the shelter, in writing, whether it is eligible to receive funds, and if the shelter is eligible, specify the amount available for that shelter from the fees collected pursuant to section [455.205](#).

Funds allocated to shelters pursuant to this section shall be paid to the shelters twice annually, on the first day of January and the first day of July of the year following the year in which the application is filed.

If applications are received from more than one qualified shelter for victims of domestic violence and the requests for the funds exceed the amount of funds available, funds shall be allocated based on the following priorities (RSMo 455.225):

- (1) To shelters in existence on August 13, 1982;
- (2) To shelters offering or proposing to offer the broadest range of services and referrals to the community served, including medical, psychological, financial, educational, vocational, child care services and legal services;
- (3) To other facilities offering or proposing to offer services specifically to victims of physical domestic violence;
- (4) To other qualified shelters.

FUNDING TIMELINE

As of October 1st – Award amount will be established

October 11th – RFP will be released

October 29th – Bidder's Conference – 10:00 am, 4th Floor, Room 4065, Large Conference Rm

November 1st – Deadline to submit questions

November 6th – RFP deadline – 4:00 pm, 1520 Market St., Room 4065 (The proposal must be in the Department at 4:00 p.m. on 11/6/19. Proposals received/signed for by the City mailroom or post office but not in the Department are not considered timely.)

November 15th – Award Notification

January 1, 2020 – Contract Term Begins

REVIEW & SELECTION PROCESS

PSA Committee: In accordance with Ordinance 64102 and the Rules and Procedures for Professional Service Agreements promulgated pursuant to the same and approved by the Board of Public Service of the City of St. Louis, professional service selections shall comply with these procedures, including the use of a Selection Committee.

The Professional Services Selection committee shall be composed of the following: the Director of the department, division or agency seeking the professional service or the designee of the Director, who shall act as chairperson; one member of said department's, division's or agency's staff selected by said Director, one member selected by the Mayor; one member selected by the Comptroller; and one member selected by the President of the Board of Aldermen.

The City will evaluate all proposals in a three-phase process:

1. The first phase will involve a review of the proposals by the HSD staff of the Department of Human Services (DHS) for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Each proposal will be reviewed for adherence to guidance provided within this RFP and feasibility for implementation.
2. The second phase will involve the evaluation of the proposal's merits by each Selection Committee member independently.
3. The final phase will be a review of the proposals by the Selection Committee. Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP.

After the PSA Committee's review process and decision-making meeting, DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

RFP Terms and Conditions

1. City reserves the right to reject any and all proposals submitted; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate respondents for various components of the scope of services; to select final team members from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any firm. Respondents may be asked to make one or more presentations and participate in interviews.
2. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the City as public records. All proposals may be subject to public review, on request.
3. By accepting this RFP and/or submitting a proposal in response thereto, each proponent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent

negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.

4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the City.
5. All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All proposals will be considered public records, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

Missouri Unauthorized Aliens Law

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended (the "Missouri Unauthorized Aliens Act"). As a condition to the award of any such agreement, the successful respondent shall, pursuant to the applicable provisions of the Missouri Unauthorized Aliens Law, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the agreement. The successful respondent shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement pursuant to the Missouri Unauthorized Aliens Law. A copy of an affidavit in a form acceptable to the City is attached hereto.

Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <http://ago.mo.gov/faqs/unauthorized-alien-workers.htm>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site at <https://everify.uscis.gov/enroll>.

Living Wage Ordinance

The City of St. Louis presently has in force a Living Wage Ordinance (Ordinance #65597). If the value of the contract is greater than \$50,000, the Contractor is subject to the Living Wage Ordinance, unless otherwise exempt per the Ordinance. If the value of the contract is less than \$50,000 when added to the amounts of any other service contract entered into between the City of St. Louis and the Contractor during any twelve-month period, the Contractor is not subject to the Living Wage Ordinance #65597 requirements. The Ordinance can be found on the City of St. Louis Website, or here: <https://www.stlouis-mo.gov/internal-apps/legislative/upload/Ordinances/BOAPdf/65597x00.pdf>

Narrative Sections

Overview of Shelter Program:

The narrative should provide an overview of the shelter project/program. It should provide enough information to understand the scope of the project, the clients to be served and the cost of the proposed activities. Please provide specific information of the residential services/facilities that your organization provides.

- Include a list of all services provided to victims of domestic violence.
- Include a separate list of the most common services referrals that are made on behalf of the victims of domestic violence served in programs.

- Include a list of services and referrals provided specifically to victims of physical domestic violence.

Client Population:

The proposal should clearly identify and describe the characteristics and needs of the clients to be served by the project.

- Because shelters shall not discriminate in its admissions or provision of services based on race, religion, color, age, marital status, national origin or ancestry, please explain how the shelter ensures this statute is met in the operations of admission to shelter.
- Also explain how confidentiality is ensured for all persons admitted to the emergency shelter.

Organizational Capacity and Experience:

The applicant should demonstrate a history of assessing the needs of and providing services to victims of domestic violence.

- Indicate if you are a member of the St. Louis City Continuum of Care or plan to join. State if staff are regular attendees of committees and which committees are participated in.
- Please include a narrative of your board makeup and how your board represents the racial, ethnic and socioeconomic diversity of the community to be served.
- Additionally, provide a statement of the board member(s) who possess personal experience in confronting or mitigating the programs of domestic violence.

Summary of Services Proposed:

This section should show that the applicant provides a progression of services for each program participant based on individualized assessments.

- Indicate if your organization is participating in the St. Louis City CoC coordinated entry system.
- Clarify if case management is provided and how services are provided to match the needs of clients.
- State if and how client progression is documented and how services and referrals are tracked.

Participant Tracking and Reporting:

This section should describe a monitoring system that will be utilized. If none is available, the City of St. Louis highly encourages working with the St. Louis City CoC Lead to establish and HMIS comparable database. The monitoring system used should be able to track the following:

- Tracking participants through the progression of services being provided,
- Assessing individual progress toward personal goals,
- Evaluating the effectiveness of the services delivered and the effectiveness of the project toward achieving programs goals,
- Reporting data on total number served and client characteristics, use of services and expenditures to the funding agency.

Detailed Explanation of Budget

The budget should be explained and justified in the proposal. Costs should be reasonable for the services to be provided and the number of persons to be served. The services budgeted should reflect the needs of clients. Include a statement of how the organization receives at least twenty-five percent (25%) of its funds from other public or private sources. This may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services. All are one (1)-year budgets. In addition to a narrative section explaining the details of the budget, the attached budget form should be included in the attachments of the proposal packet.

PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE

All proposals submitted to HSD must include the Proposal Cover Sheet and the following items:

<p><u>Project Proposal Narrative</u> (not to exceed 6 pages):</p> <ul style="list-style-type: none">• Overview of Shelter Program• Client Population• Organizational Capacity and Experience• Summary of Services Proposed• Participant Tracking & Reporting• Detailed Explanation of Budget	<p>Required attachment, not included in page limit:</p> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Organizational Chart• Current List of the Board of Directors• List of the trustees of the shelter (if different from Board of Directors)• Federal Form 990• Confidentiality Policy• Detailed Project/Program Budget• Agency Budget• Recent A133 or most recent audit• Recent Income Statement• Balance Sheet for last three years• Recent statement of cash Flows• Letter of support from the Alderman/woman
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ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING.

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**Department of Human
Homeless Services Division
1520 Market Street, Room 4065
St. Louis, MO 63103**



**City of St. Louis
FY2020 Request for Proposals (RFP)
Proposal Cover Sheet**

Organization Name:			
Project Name:			
Executive Director Name:			
Executive Director Email:			
Executive Director Telephone #			
Organization Mailing Address			
Organization Telephone #			
Organization Fax #			
Organization Website			
Organization DUNS #		Tax ID or EIN:	
Contact Person & Title			
Contact's Email			
Contact's Telephone #			

Financial Section:

Amount Requested from DV funding: \$ _____

Requested amount reflects ____% of the program/project budget \$ _____

Requested amount reflects ____% of the total agency's budget \$ _____

Date Agency/Organization began Shelter Operations: _____

Current Agency Funding Sources:

Please provide your funding information below that your agency receives from any department of the City of St. Louis.

Grant Source	Grant Amount	Date Funds Expire	# of Years Received
<u>Emergency Solutions Grant</u>			
<u>Continuum of Care</u>			
<u>Domestic Violence</u>			
<u>Proposition P</u>			
<u>Proposition S</u>			
<u>Health Division Grant</u>			
<u>Affordable Housing Grant</u>			

