



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

FY2017

Continuum of Care Planning Grant

**REQUEST FOR PROPOSALS
(RFP)**

Continuum of Care Administration Consultation

Release Date: July 15, 2019
Due Date: August 12, 2019, 4:00 pm



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

The City of St. Louis, Department of Human Services (DHS) is issuing a Request For Proposals (RFP) for the following U. S. Department of Housing and Urban Development (HUD) programs:

FY2017 Continuum of Care (CoC) – Planning Grant

Applications will be accepted for the *Continuum of Care Administration Consultation* project outlining specific activities as stated below.

Beginning July 15, 2019, RFP packets will be available for pick-up at the Homeless Services Division or the following website:

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

There will be no Bidder's Conference regarding this RFP. If there is interest in a Bidder's Conference Webinar, then contact Amy Bickford by July 23, 2019, so we can go about hosting one before questions are due. All other questions should be submitted on or before July 30, 2019, and should be referred to:

**Amy Bickford
Chief Program Manager
Department of Human Services
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. All contacts and questions must be submitted in writing to this designated contact person and such contact person will respond in writing to each contact and/or question. The Department shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list.

Contact with Selection Committee members is strictly prohibited.

To be considered by the Selection Committee, proposals must be submitted to the above address by 4:00 p.m. August 12, 2019. All applicants must provide seven (7) copies of their proposal 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. Funding for this program is subject to appropriations from federal agencies.

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.

INTRODUCTION

The City of St. Louis was awarded funds by the Department of Housing and Urban Development (HUD) in the FY2017 Continuum of Care Planning Grant intended in part to be used for four different consultation projects (Continuum of Care Administration, *Coordinated Entry*, *Rapid Rehousing*, and *HUD Program Compliance*), as directed by the St. Louis City Continuum of Care. These planning grant funds will support advancement in the CoC's continued compliance with 24 CFR 578.7.

Planning Grant funds allow for the local Continuum of Care to do a wide array of planning and implementation activities that help to align with HUD regulations. As communities work all across the country to end homelessness, continued information and research become available about how to best serve this vulnerable population. Planning grant funds allow for communities to find ways to implement best practices and change systems-level responses to preventing and ending homelessness.

The Continuum of Care and HSD has earmarked approximately \$236,800 of Planning Grant funding to engage experts in systems-level planning priorities (Projects). The CoC and HSD have collaborated in the planning of these projects and will throughout the projects. Applicants will be reporting to both the CoC and HSD throughout the duration of these projects.

A previous RFP was administered, and awards were made for the Coordinated Entry, Rapid Rehousing and HUD Program Compliance projects. There was no selected party for the Continuum of Care Administration project, thus the need for this second RFP to be posted to allow for a new round of applicants. The scope of the project has been altered and updated to reflect a more refined focus. Here is the specific information about Continuum of Care Administration Consultation project this RFP is covering:

Continuum of Care Administration Consultation -- approximately \$78,800 available funding

The Continuum of Care currently operates with a volunteer Board of Directors with accompanying committees as prescribed by Federal HUD Regulation. As the CoC grows and aspires to greater system-wide implementation of national best practices, there is a growing need for infrastructure to support staffing to carry out many administrative tasks of the CoC.

The Continuum of Care seeks consultation from a firm with broad national experience (i.e., that has assisted numerous CoC's of various compositions/locations) or a technical assistance provider to determine how to quickly implement improvements to our current system. The consultant will evaluate the current structure of the CoC and help determine the best staffing, structure, policies, procedures, training, governance and plans to help propel the CoC forward.

The Consultant will work closely with CoC Leadership, St. Louis City Homeless Services Division leadership and various stakeholders and CoC partners to provide the following expertise:

CoC Board of Director's Specific Tasks:

- Review structure of CoC Board including job descriptions and roles and responsibilities.
- Review the current governance charter.
- Assist with creating Governance plans that include recruitment, onboarding, retention and succession planning.
- Evaluate the effectiveness and efficiency of Board Committees and help create an improvement plan.
- Assist the CoC in making needed changes, to include technical writing of:
 - Revised governance charter,
 - Board job descriptions, and
 - Board policies and procedures as applicable.
- Work with Board to identify National conferences and trainings that would be helpful to attend.
- Provide Governance and Board Responsibilities training to the CoC Board.

Additional Continuum of Care Related Tasks:

- Evaluate current structure of the Continuum of Care and help to determine best structure moving forward. Includes research of CoC structure best practices.
- Evaluate the effectiveness and efficiency of Joint City/County CoC meetings, and task forces and help create an improvement plan.
- Assist in the creation of a staffing plan for the CoC including job descriptions, recruitment, hiring and orientation plans.
- Work with CoC to create a marketing and communications plan both internally and externally including collateral materials.
- Work with CoC to create a plan for incorporating people with lived experience into the overall work of the CoC.
- Assist in creating a training plan for the CoC membership body ensuring required HUD topics are included.
- Review prior year St. Louis City HUD CoC applications and scorings and recommend strategies for the CoC Board to focus on for improvement in the coming year.

The following line items are allowed within the budget and should be provided with the project budget. Supplies and Materials, Marketing Collaterals, travel expenses, and expenses to host trainings with the CoC Board.

Please clarify amounts to each budget line item requested. Planning grant budgets must comply with federal regulation 24 CFR 578.39. There is no match requirement for this project. There is no "administration" line item allowable in a Planning Grant.

ADDITIONAL CONSIDERATIONS

Please note the City of St. Louis has the discretion to change these allocations based on the quality and quantity of proposals received. Private, nonprofit, tax-exempt organizations that plan to provide these consultation services are eligible to apply.

Grant Term: For this consultation project, proposals must determine and specify how funds will be spent. A detailed budget explanation should include how many persons will provide the consultation activities, and how much they will be charging per hour of services, and how many hours they expect the project to take to complete. A proposed timeline should be submitted as well, with an explanation of the maximum time the project will take to complete. The City of St. Louis will not pay more than \$140 per hour for consultation services.

This project will require a very quick turnaround. Funds are available now, and the proposal shall demonstrate how the full funds will be spent by December 31, 2019.

Proposal Review Process: Applicants for all Projects must make themselves available for interview by the St. Louis City Continuum of Care Board and/or their designees, making up a Review Panel. The CoC Board Review Panel may choose to rank proposals and present its analysis and recommendations regarding selection to the Department of Human Services for consideration in the selection(s) made under this RFP by the PSA Committee. Please see additional information regarding the Proposal Review process below.

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.

REQUIREMENTS of PROPOSALS & EVALUATION CRITERIA:

In addition to submitting the *Application Cover Sheet* (attached), the applicant will need to provide detailed narratives for each project proposal. The narrative should include the following topics highlighted with the bolded titles. The following items will be evaluated for funding decisions:

Project Description, Scope, and Relevance: Narrative should include a *Statement of Priorities* regarding project description, scope, and relevance, including the intended impact of the project on homeless individuals and families and those at risk of homelessness. The outcomes for the project are explained in detail within this RFP. The applicant should provide detailed descriptions addressing the requirements of the project and how the applicant will achieve the desired outcomes.

If the consultant believes there are additional pieces to be considered not specifically listed within the project description in this RFP that should be considered and are relevant, this section should include that information. Ability of the applicant firm to provide innovated solutions will be considered. Approach to the project and any unusual problems anticipated will be considered.

CoC Goals & Priorities: Provide a narrative stating how the applicant's work is in alignment with the St. Louis City Continuum of Care goals and priorities. State how the project will improve upon what the CoC is currently doing in the community. More information about the CoC can be found here: <https://www.stlouis-mo.gov/government/departments/human-services/homeless-services/continuum-of-care/>

Applicant Experience & Capacity: The applicant's experience within the subject area of the project should be well documented in the proposal, including the provision of similar services or technical assistance or consulting services to other Continuums of Care nationally in such matters. There should be an explanation of how the applicant can demonstrate having extensive knowledge of providing services that benefit persons experiencing or at risk of homelessness. Demonstrate how the applicant has the capacity to carry out the project. Specialized experience, qualification and technical competence of the applicant firm, its principals, project manager and key staff will be considered.

Applicant Availability: Explain how the applicant will be made available to meet and confer with the local parties receiving the consulting services to get direction, understanding and to implement provision and guidance of the project. For example, explain whether the consultant will be traveling to St. Louis and if so how often or is the consultant/organization locally based? Will the consultation utilize webinars, conference calls, etc. and how often? What other mechanisms will be used to provide the consultation services specifically? Proximity of the firm to the city will be considered.

HUD Experience and Knowledge: Explain the applicant's direct experience and knowledge in providing or supervising services that are funded by the U.S. Department of Housing and Urban Development's Continuum of Care grant, and how that experience and knowledge will lead to positive outcomes for the consultation project. Ability of the applicant firm to meet all statutory and ordinance requirements will be considered.

Communication and Reporting: State in this section how the applicant will ensure communication with all parties involved within the project. There should be some form of communication happening at least monthly with the CoC Board and DHS; please state how that will be ensured.

Timeline: Please include a detailed timeline that identifies appropriate assignments, tasks, and activities to achieve stated outcomes for the project. The capacity and capability of the firm to perform the work within the time limitations will be considered.

Budget and Spending Capacity: The budget for the project should demonstrate full expenditure of the funds applied for within a suitable timeframe. Determine what line items will justify expenditure and state in detail what is within each specific line item of the project budget. Applicants need to state a projected start date and end date for the project. Funds are available now, and the proposal shall demonstrate how the full funds will be spent by December 31, 2019. The applicant should further be able to demonstrate within this section the ability to provide solid fiscal accountability to the project. The fees or fee structure as may be appropriate for the designated service/s will be considered.

Included is a sample worksheets to use as a guide for forming a project budget for the project. The full Excel document is available from the City of St. Louis website with the RFP. See Exhibit A for sample project budget. There are example line items which can be used, added to or deleted, as needed. For consulting fees, be very specific in your explanation as to how calculations are being estimated. For all other lines items please provide examples of how funds will be utilized. For example, for a travel expense line item, notate how many persons will be traveling and how many individual trips will be made, and what travel expenses are being requested such as hotel, taxi/Uber fees, airline fare, etc. Note: With a HUD CoC Planning grant we are unable to bill meals or food expenses. These items will not be allowed. Please see 24 CFR 578.7 for allowable expenses.

Consultants Credentials: The applicant should state the capacity and experience level of key staff that will be involved in the project. This should include details about staff's ability to meet statutory, regulatory and ordinance requirements. Past record and performance of the applicant firm with respect to schedule compliance, cost control and quality of work will be considered.

Match: There are NO match requirements for any of these projects.

MWBE and/or DBE: Provide evidence and a statement if the applicant is involved with Minority and Women Business Enterprises (MWBE) and/or Disadvantaged Business Enterprise (DBE) participation. M/WBE and/or DBE participation will be considered.

Claims For Reimbursement: Consultant will be reimbursed for eligible expenses. Monthly, each billing request submitted must contain expenses that were either incurred or paid during the month claimed. Claims for reimbursement shall be submitted to HSD within fifteen (15) calendar days after the calendar month in which the expenses are incurred or paid. Claims for reimbursement must be submitted to the assigned HSD Contract Compliance Officer. ALL supporting documentation must be submitted with reimbursement claim. Place in this section of narrative how the consultant plans to comply with this policy. Is there a specific person in charge of billings for the organization? What policies are in place within the applicant's organization to ensure this timeline for billings?

SELECTION PROCESS

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

1. The first phase will involve a review of the proposals by the Homeless Services Division 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. The Homeless Services Division Staff will provide a consolidated recommendation for the PSA committee review process.
2. The second phase of this review process will allow the Continuum of Care's Board or their designee(s) to review proposals. The CoC designees will then submit in writing to HSD their recommendations to be forwarded on to the PSA Committee to be used in the PSA review and selection process. This will include submission a statement in writing of CoC membership and/or participation in the CoC of each applicant.
3. The third phase will involve the evaluation of the proposal's merits by each Selection Committee member independently.
4. The final phase will be a review of the proposals, CoC Board/Designee recommendations and DHS recommendations by the Selection Committee. During this phase, and at its discretion, the PSA committee may conduct interviews/presentations with applicants and provide applicants the opportunity to clarify their proposals and advise the City of any additional factors that may be relevant to their decision. Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete.

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, unless exempted as discussed elsewhere in this RFP.

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>.



City of St. Louis
Homeless Services Division
FY2017 PLANNING GRANT FUNDS REQUEST FOR PROPOSALS (RFP)
Continuum of Care Administration Consultation
APPLICATION COVER SHEET

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

Financial Section:

Amount Requested: \$ _____

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

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

Amount of funds that will serve as match for this project \$ _____

Operational Section:

Does the organization have offices in the City of St. Louis? Yes No

Does or will the organization have staff in the City of St. Louis providing services? Yes No

Does proposal include travel? Yes No

How many trips to St. Louis will be provided if travel is included to provide services? _____

PROPOSAL NARRATIVE & ATTACHMENTS GUIDANCE

All proposals submitted to HSD must include the following items:

<u>Project Proposal Narrative:</u>	<u>Required Attachments:</u>
<p>(not to exceed 15 pages)</p> <p>Narrative includes these sections:</p> <ul style="list-style-type: none">• Project Description, Scope & Relevance• CoC Goals & Priorities• Applicant Experience & Capacity• Applicant Availability• HUD Experience & Knowledge• Communication & Reporting• Timeline• Budget & Spending Capacity• Consultants Credentials• Match (if applicable)• MWBE and/or DBE• Claims for Reimbursement	<p>(not included in page limit)</p> <ul style="list-style-type: none">• Evidence of 501 (c) 3 status• Copy of System for Award Management (SAM) Report• HMIS Participation Letter• Organizational Chart• Current List of the Board of Directors• Federal Form 990• Job Descriptions/Resumes (for key personnel involved in the project)• Detailed Project/Program Budget• Agency Budget• Recent A133 or most recent audit• Recent Income Statement• Balance Sheet for the last three years• Recent statement of Cash Flows• Letter of support from the Alderman/woman

ALL DOCUMENTS MUST BE INCLUDED TO BE CONSIDERED FOR FUNDING

Proposals must be submitted to the below address by 4:00 p.m. August 12, 2019. All applicants must provide seven (7) copies of their proposal 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 proposals. Funding for this program is subject to appropriations from federal agencies.

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