

AGREEMENT
For
PROFESSIONAL SERVICES
Between
THE CITY OF COLUMBIA, MISSOURI
And
POWERHOUSE COMMUNITY DEVELOPMENT CORPORATION
For
COMMUNITY NAVIGATION LIAISON PEER SERVICES

THIS AGREEMENT (hereinafter "Agreement") between the City of Columbia, Missouri, a municipal corporation (hereinafter "CITY") and Powerhouse Community Development Corporation, a nonprofit corporation with an address of 601 Business Loop I70W, Suite 204, Columbia, Missouri, (hereinafter "CONSULTANT") is entered into on the date of the last signatory noted below (the "Effective Date"). CITY and CONSULTANT are each individually referred to herein as a "Party" and collectively as the "Parties."

WITNESSETH:

WHEREAS, the City has determined that it has a need for Community Navigation Liaison Peer Services to help create a welcoming and safe environment for both GoCOMO workers and riders as described in the City's Request for Proposal (RFP) 106/2025 attached hereto as Exhibit A;

WHEREAS, to meet City's need for such services, Consultant submitted Consultant's Proposal and Pricing (hereinafter "Consultant's Response"), attached hereto as Exhibit B and made a part of this agreement; and

WHEREAS, City desires to engage the Consultant to render such professional services as outlined in Exhibit A and Exhibit B; and

WHEREAS, Consultant represents and warrants that Consultant is equipped, competent, and able to provide all of the professional services necessary or appropriate in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties agree as follows.

1. Services and Performance Standards.
 - a. Scope of Services. The scope of services involves the professional and technical consulting services for **Community Navigation Liaison Peer Services** (hereinafter "Project"). The Project is more fully described in the Scope of Services in the City's RFP, attached hereto as **Exhibit A**, and in the

Consultant's Response, attached hereto as **Exhibit B**, both of which are made a part of this Agreement.

- b. Prior to beginning any work on Project, CONSULTANT shall resolve with CITY any perceived ambiguity in Project. CITY shall issue a written notice to proceed. CONSULTANT shall not prepare a written report unless the CITY directs CONSULTANT to do so.
 - c. CONSULTANT shall exercise reasonable skill, care and diligence in performance of its services and will carry out its responsibilities in accordance with the generally accepted standards of good professional practices in effect at time of performance. If CONSULTANT fails to meet the foregoing standards, CONSULTANT shall perform at its own cost, and without reimbursement from CITY, the professional services necessary to correct errors and omissions which are caused by CONSULTANT's failure to comply with the above standard.
 - d. Schedule. On or after the Effective Date, the CITY shall issue the notice to proceed and CONSULTANT shall proceed in accordance with the timeline established in Exhibit A and Exhibit B.
- 2. Addition or Deletions to Services. CITY may add to CONSULTANT's services or delete therefrom, provided that the total cost of such work does not exceed the total cost allowance as specified herein. CONSULTANT shall undertake such changed activities only upon the written direction of CITY. All such directives and changes shall be in written form and prepared and approved by the Parties. There shall be no change in the Schedule of Work unless specifically identified and agreed to by CONSULTANT and CITY at the time such services are added or deleted.
 - 3. Exchange of Data. All information, data, and reports in CITY's possession and necessary for the carrying out of the work, shall be furnished to CONSULTANT without charge, and the Parties shall cooperate with each other in every way possible in carrying out the Scope of Services.
 - 4. Personnel. CONSULTANT represents that CONSULTANT will secure at CONSULTANT's own expense, all personnel required to perform the services called for under this Agreement by CONSULTANT. Such personnel shall not be employees of or have any contractual relationship with CITY, except as employees of CONSULTANT. All of the services required hereunder will be performed by CONSULTANT or under CONSULTANT's direct supervision. All CONSULTANT's personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of CITY.
 - 5. Term. The initial term of this Agreement shall be one (1) year commencing on the Effective Date. Thereafter, the term of this Agreement shall be renewable for up

to four (4) successive one (1) year terms upon agreement of both parties. In no event shall this Agreement be binding on either Party beyond five (5) years from the Effective Date.

6. Costs not to Exceed. **Both parties agree the pricing will be calculated with reference to the amounts provided in Consultant's Response, attached hereto as Exhibit B.** The total costs for the initial term shall not exceed **ninety-nine thousand, eight hundred forty dollars (\$99,840)**. Consultant reserves the right to make annual pricing increases prior to each term, not to exceed the maximum prices set forth in Exhibit B. Consultant shall provide the City with at least thirty (30) days' prior written notice of any such price increase. If the City objects to any such price increase, the City's sole remedy is to terminate this Agreement by providing written notice to Consultant within thirty (30) days of receiving the price increase notification, with such termination effective as of the effective date of the price increase. If the City does not terminate within this period, the new prices shall become effective as stated in the notice. All expenses shall be documented and are reimbursable at cost only.
7. Payment.
 - a. CONSULTANT may issue an invoice on a monthly basis for work performed and expenses since the preceding invoice or, if there was no preceding invoice, since the issuance of a notice to proceed.
 - b. Conditioned upon acceptable performance. Provided CONSULTANT performs the services in the manner set forth in Paragraph 1 hereof, CITY agrees to pay CONSULTANT in accordance with the terms outlined herein, which shall constitute complete compensation for all services to be rendered under this Agreement; provided, that where payments are to be made periodically to CONSULTANT for services rendered under this Agreement, CITY expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely and satisfactory manner.
 - c. CITY shall have ten (10) days from the date of receipt of the invoice to register CITY's disapproval of the work billed on that invoice. Following CONSULTANT's receipt of said disapproval, CONSULTANT shall have ten (10) days to cure the issues presented. If cure cannot be obtained within ten (10) days, CONSULTANT shall notify CITY of the proposed amount of time for cure, and reach an agreement as to an acceptable alternative deadline.
 - d. Upon receipt of the invoice and progress report, CITY will, as soon as practical, pay CONSULTANT for the services rendered. CITY shall pay CONSULTANT within thirty (30) days of receipt of an invoice.

8. Termination of Agreement.

- a. Termination for Breach. Failure of CONSULTANT to fulfill CONSULTANT's obligations under this Agreement in a timely and satisfactory manner in accordance with the schedule and description of services for the Project agreed to by both Parties shall constitute a breach of this Agreement, and CITY shall thereupon have the right to immediately terminate this Agreement. CITY shall give seven (7) days written notice of termination to CONSULTANT by one of three different means: Facsimile Transmission ("FAX") if CONSULTANT has a FAX number; U.S. Postal Service Mails; or by hand delivering a copy of the same to CONSULTANT; or may give notice by any combination of the above methods. The date of termination shall be the date upon which notice of termination is hand delivered to CONSULTANT or given by FAX, or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, CITY, at its sole option, may utilize any and all finished or unfinished documents, data, studies, and reports or other materials prepared by CONSULTANT under this Agreement prior to the date of termination. CONSULTANT shall not be relieved of liability to CITY for damages sustained by CITY by virtue of any such breach of this Agreement by CONSULTANT.
- b. Termination for Convenience. CITY shall have the right at any time by written notice to CONSULTANT to terminate and cancel this Agreement, without cause, for the convenience of CITY, and CONSULTANT shall immediately stop work. In such event CITY shall not be liable to CONSULTANT except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by CONSULTANT for the performance of the cancelled portions of the Agreement, including a reasonable allowance of profit applicable to the actual work performed and such preparations. In the event of termination for convenience, CITY, at its sole option, may purchase, for just and equitable compensation any and all finished or unfinished documents, data, studies, and reports or other materials prepared by CONSULTANT under this Agreement. Any reuse of any satisfactory work completed prior to the termination for convenience shall be at CITY's own risk and without any liability to CONSULTANT. Anticipatory profits and consequential damages shall not be recoverable by CONSULTANT.

9. Ownership of Intellectual Property and Work Product.

- a. Any software, research, reports, studies, data, photographs, videos, negatives or other documents, drawings or materials prepared by CONSULTANT in the performance of its obligations under the resulting contract shall be the exclusive property of the City of Columbia and all such materials shall be delivered to the City of Columbia by the CONSULTANT upon completion, termination or cancellation of the resulting contract. CONSULTANT may, at its own expense, keep copies of all its writing for its personal files. CONSULTANT shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of CONSULTANT's obligations under this contract without prior

written consent of the City of Columbia; provided, however, that the CONSULTANT shall be allowed to use non-confidential materials for writing samples in pursuit of the work. The ownership rights described herein shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use written works.

- b. Notwithstanding the City's ownership of the work product, City acknowledges and agrees that: (i) CONSULTANT has the right to re-use any of its pre-existing know-how, ideas, concepts, methods, processes, or similar information, however characterized, whether in tangible or intangible form, and whether used by CONSULTANT in the performance of Services or not, at any time and without limitation, and (ii) CONSULTANT retains ownership of any and all of its intellectual property rights that existed prior to the Effective Date including, but not limited to, all methods, concepts, designs, reports, programs, and templates.
 - c. Pre-existing works include inventions (whether or not patentable), works of authorship, trade secrets, techniques, know-how, ideas, concepts, algorithms, and other intellectual property which existed prior to commencement of this Agreement. No property rights to any pre-existing works shall enure to the City. To the extent that CONSULTANT incorporates pre-existing work into a derivative work for City, CONSULTANT will retain ownership of such derivative work, except for those items identified in Paragraph 9.a above, and provided that it hereby grants City a royalty free, nonexclusive, perpetual, non-transferable, non-assignable, limited license to use the work solely for internal purposes. The work product cannot be used for any outside jurisdiction without written permission from CONSULTANT.
10. Insurance. CONSULTANT shall maintain, on a primary basis and at its sole expense, at all times during the life of this Agreement the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the CITY's review or acceptance of insurance maintained by CONSULTANT is not intended to, and shall not in any manner limit or qualify the liabilities or obligations assumed by CONSULTANT under this Agreement. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A-VI.
- a. Workers' Compensation & Employers Liability. CONSULTANT shall maintain Workers' Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 for each accident, \$500,000 for each disease for each employee, and \$500,000 disease policy limit.
 - b. Commercial General Liability. CONSULTANT shall maintain Commercial General Liability at a limit of \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

c. Business Auto Liability. CONSULTANT shall maintain Business Automobile Liability at a limit of \$1,000,000 Each Occurrence. Coverage shall include liability for Owned (if applicable), Non-Owned & Hired automobiles. In the event CONSULTANT does not own automobiles, CONSULTANT agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

d. Professional Liability. If the Scope of Services require the work of a licensed professional, CONSULTANT agrees to maintain Professional (Errors & Omissions) Liability at a limit of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. For policies written on a "Claims-Made" basis, CONSULTANT agrees to maintain a Retroactive Date prior to or equal to the Effective Date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, CONSULTANT agrees to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve CONSULTANT of the obligation to provide replacement coverage.

e. CONSULTANT may satisfy the liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. CONSULTANT agrees to endorse CITY as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

f. The City of Columbia, its elected officials and employees are to be Additional Insured with respect to the Project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least ten (10) days prior to the Effective Date of the Agreement between the CONSULTANT and CITY. CONSULTANT is required to maintain coverages as stated and required to notify CITY of a Carrier Change or cancellation within two (2) business days. CITY reserves the right to request a copy of the policy

g. The Parties hereto understand and agree that CITY is relying on, and does not waive or intend to waive by any provision of this Agreement, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to CITY, or its elected officials or employees.

- h. Failure to maintain the required insurance in force may be cause for termination of this Agreement. In the event CONSULTANT fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, CITY shall have the right to cancel and terminate this Agreement without notice.
- i. The insurance required by the provisions of this article is required in the public interest and CITY does not assume any liability for acts of CONSULTANT and/or CONSULTANT's employees and/or CONSULTANT's subcontractors in the performance of this Agreement.
11. Conflicts. No salaried officer or employee of CITY and no member of City Council shall have a financial interest, direct or indirect, in this Agreement. A violation of this provision renders this Agreement void. Any federal regulations and applicable provisions in Section 105.450 et seq. RSMo shall not be violated. CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having such interest shall be employed.
12. Assignment. CONSULTANT shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of CITY thereto. Notice of such assignment or transfer shall be furnished in writing promptly to CITY. Any such assignment is expressly subject to all rights and remedies of CITY under this Agreement, including the right to change or delete activities from this Agreement or to terminate the same as provided herein, and no such assignment shall require CITY to give any notice to any such assignee of any actions which CITY may take under this Agreement, though CITY will attempt to so notify any such assignee.
13. Compliance with Laws. CONSULTANT agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services hereunder.
14. Employment Of Unauthorized Aliens Prohibited. CONSULTANT agrees to comply with Missouri State Statute section 285.530 in that CONSULTANT shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this Agreement, CONSULTANT shall, 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 contracted services. CONSULTANT shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. CONSULTANT shall require each subcontractor to affirmatively state in its contract with CONSULTANT that the subcontractor shall not knowingly employ, hire for employment or continue to

employ an unauthorized alien to perform work within the state of Missouri. CONSULTANT shall also require each subcontractor to provide CONSULTANT with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

15. General Independent Contractor Clause. This Agreement does not create an employee/employer relationship between the Parties. It is the Parties' intention that the CONSULTANT will be an independent contractor and not CITY's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. CONSULTANT will retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT's activities and responsibilities hereunder. CONSULTANT agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between CONSULTANT and CITY, and CITY will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.
16. Hold Harmless Agreement: To the fullest extent not prohibited by law, CONSULTANT shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of CONSULTANT, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with CONSULTANT or a subcontractor for part of the services), of anyone directly or indirectly employed by CONSULTANT or by any subcontractor, or of anyone for whose acts CONSULTANT or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require CONSULTANT to indemnify, hold harmless, or defend the City of Columbia from its own actions, inactions, (willful or otherwise), or its own negligence.
17. No Waiver of Sovereign Immunity. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.
18. Professional Oversight Indemnification. CONSULTANT understands and agrees that CITY has contracted with CONSULTANT based upon CONSULTANT's representations that CONSULTANT is a skilled professional and fully able to

provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, CONSULTANT agrees to defend, indemnify and hold and save harmless CITY from any and all claims, settlements, and judgments whatsoever arising out of CITY's alleged negligence in hiring or failing to properly supervise CONSULTANT.

19. **Professional Responsibility.** CONSULTANT shall exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional practices. If CONSULTANT fails to meet the foregoing standard, CONSULTANT shall perform at its own cost, and without reimbursement from CITY, the professional services necessary to correct the errors and omissions which are caused by CONSULTANT's failure to comply with above standard, and which are reported to CONSULTANT within one (1) year from the completion of CONSULTANT'S services for the Project.
20. **Governing Law and Venue.** This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.
21. **No Third-Party Beneficiary.** No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any customer, property owner or any other third party, so as to constitute any such Person a third-party beneficiary under this Agreement.
22. **Notices.** Any notice, demand, request, or communication required or authorized by this Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

If to CITY:

City of Columbia
City Manager Office

ATTN: Dmarkus Thomas-Brown

P.O. Box 6015
Columbia, MO 65205-6015

Fax: [click here to enter fax](#).

If to CONSULTANT:

Powerhouse Community
Development Corporation
ATTN: Charles Stephenson
601 Business Loop I70 W, Suite 204
Columbia, Missouri 65203

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

23. Public Records Act. CITY is subject to the Missouri Sunshine Law. The Parties agree that this Agreement shall be interpreted in accordance with the provisions of the Missouri Sunshine Law as amended and CONSULTANT agrees to maintain the confidentiality of information which is not subject to public disclosure under the Sunshine Law.
24. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
25. Audit. CONSULTANT shall maintain financial records according to generally accepted accounting standards. CITY has the right, at its sole expense and during normal working hours, to examine the records of CONSULTANT to the extent reasonably necessary to verify the accuracy of any statement, charge or computation made pursuant to this Agreement.
26. Nondiscrimination. During the performance of this Agreement, CONSULTANT shall not discriminate against any employee, applicant for employment or recipient of services because of race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, or any other legally protected category. Consultant shall comply with all provisions of laws, rules and regulations governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964 and Chapter 12 of the City of Columbia's Code of Ordinances.
27. Missouri Anti-Discrimination Against Israel Act. To the extent required by Missouri Revised Statute Section 34.600 and not in violation of the state or federal constitution, CONSULTANT certifies it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. If any provision of this paragraph, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. This paragraph shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00) or to contractors with fewer than ten (10) employees.
28. Counterparts and Electronic Signatures. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any

notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

29. Contract Documents. The Contract Documents include this Agreement and the following attachments and exhibits which are incorporated herein by reference.

Exhibit:

- | | |
|---|---|
| A | City's Request for Proposal |
| B | Consultant's Proposal and Pricing dated September 8, 2025 |

In the event of a conflict between the terms of any of the Contract Documents and the terms of this Agreement, the terms of this Agreement control. In the event of a conflict between the terms of any Contract Documents, the terms of the documents control in the order listed above.

30. Entire Agreement. This Agreement represents the entire and integrated agreement between the Parties relative to the Project herein. All previous or contemporaneous contracts, representations, promises and conditions relating to CONSULTANT's services on this Project described herein are superseded.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year written below.

CITY OF COLUMBIA, MISSOURI

By: _____

Name: Cale Turner, Purchasing Agent /DTB

Date: _____

APPROVED AS TO FORM:


By: _____
Nancy Thompson, City Counselor/bt

CERTIFICATION: I, hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number 11000540-504990 , and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

By: _____
Director of Finance

(Seal)

Powerhouse Community Development Program

By:  _____

Date: 11-5-25

ATTEST:

By: _____

Name: _____

EXHIBIT A
City's Request for Proposal



SOLICITATION NO.: Request for Proposal (RFP) 106/2025

PROCUREMENT OFFICER: Cale Turner

PHONE NO.: (573) 874-7375

E-MAIL: cale.turner@como.gov

TITLE: Community Navigation Liaison

ISSUE DATE: August 22, 2025

RETURN PROPOSAL NO LATER THAN: September 10, 2025 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

	(U.S. Mail)		(Courier Service)
RETURN PROPOSAL TO:	CITY OF COLUMBIA PURCHASING	or	CITY OF COLUMBIA PURCHASING
	PO BOX 6015		701 E. BROADWAY, 5th FLOOR
	COLUMBIA MO 65205		COLUMBIA MO 65201

CONTRACT PERIOD: Effective Date of Contract through One (1) Year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**City of Columbia, Missouri
Office of Violence Prevention
Columbia, MO 65201**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) ___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for competitive, sealed proposals for the provision of Community Navigation Liaison services for the City of Columbia, Missouri, Office of Violence Prevention (hereinafter referred to as City) as set forth herein.

Organization - This document, referred to as an RFP, is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work and Technical Specifications
- 3) Proposal Submission Information
- 4) Pricing Page
- 5) Exhibits A through G
- 6) Attachment 1 – Sample Agreement

Terminology/Definitions: Whenever the following words and expressions appear in a RFP document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFP.
- Attachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Proposal end date and time and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- Offeror means the supplier, vendor, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- Exhibit applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified end date and time.
- Request for Proposal (RFP) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all pricing pages, exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Pricing Page(s) applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The Pricing Pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal end date and time.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

BACKGROUND INFORMATION:

The City of Columbia, through GoCOMO, provides public transit to its residents with the goal of providing safe, reliable and convenient transportation services. In the past there have been disruptions with riders that required another party to regulate the occurrences. To help create a welcoming and safe presence for both GoCOMO workers and riders, the Community Navigation Liaison (CNL) peers will engage with ridership and, when needed, utilize

escalation techniques and resource referral in order to lessen and potentially end critical incidents during transit. Contractors who qualify must employ Certified Peer Specialist (CPS) credentialed through the Missouri Credentialing Board, Habilitation Empowerment Accountability Therapy (HEAT) trained peers with Mental Health First Aid Training, and Trauma Informed for Practical Community Outworking training.

Although an attempt has been made to provide accurate and up-to-date information, the City does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this RFP.

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
August 29, 2025	Close of written <i>Requests for Additional Information</i>
September 3, 2025	Written responses to <i>Requests for Additional Information</i> sent to all
September 10, 2025	Offeror is due by September 10, 2025, 5:00 p.m. CST
October 2025	Contract Start Date
The above dates are target dates and may change.	

PROPOSAL SUBMISSION:

Proposals may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City's E-bidding website. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened and considered in the evaluation. The proposal must be in sealed envelopes and marked in bold letters "RFP 106/2025 – COMMUNITY NAVIGATION LIAISON."

QUESTIONS/CLARIFICATIONS OF THE OFFEROR:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the name below. You are encouraged to submit your questions via e-mail.

Cale Turner, Purchasing Agent
 Phone: (573) 874-7375
 E-mail: cale.turner@como.gov

Any oral responses to any question shall be unofficial and not binding on the City. An Addendum to this RFP providing the City's official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on August 29, 2025.

This written *Request for Additional Information* will take place of the normal Pre-Proposal Conference.

VALIDITY OF PROPOSALS:

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any offeror may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the City. Any person may review proposals after the agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

AGREEMENT DOCUMENTS:

The final agreement between the City and the offeror will include the following at a minimum:

- Offeror's Response to the RFP
- The City Issued RFP with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the agreement in any manner.

FUNDS:

Financial obligations of the City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting agreement will become null and void, without penalty to the City.

TERMS AND CONDITIONS/SAMPLE AGREEMENT:

The sample agreement is attached as Attachment 1. Please review the terms and conditions set forth in the sample agreement. Should the offeror take exception to any of the required legal terms and conditions set forth in Attachment 1, the offeror shall specifically include the exceptions in its proposal response.

2. SCOPE OF SERVICES

SCOPE OF SERVICES:

The City is piloting the contractor-provided CNL program to help create a welcoming and safe presence for both GoCOMO workers and riders. The CNL peers will engage with ridership and, when needed, utilize de-escalation techniques and resource referral in order to reduce disruptions on transit routes. Currently, City staff are having to attempt to deescalate situations and intervene in disruptions when they are needing to focus on their route.

The contractor shall log incidents and resolutions, including connections made between riders and community resources. The contractor shall collect information regarding non-destination riders to better serve and understand the issues.

The contractor shall provide CNL services that will consist of a minimum of two (2) peers employed by the qualifying contractor. Contractor must provide the peers the flexibility to work directly with the City in route assignments.

All CNL peers provided by the contractor, shall have the following credentials at a minimum:

- CPS credentialed through the Missouri Credentialing Board;
- HEAT training;
- Mental Health First Aid Training; and
- Trauma Informed for Practical Community Outworking training

During the term of the contract, contractor shall provide a minimum of two (2) peers, each available a minimum of forty (40) hours per week.

CNL peers must report to Wabash at 8 am CST. Rotation will be developed by City staff and contractor shall provide CNL peers to comply with such schedule.

The contractor shall understand that specific bus assignments and duties may vary based on transit needs.

The City will provide lanyards, t-shirts, and vests for use by contractor.

The contractor shall understand and comply that City administration must be able to adjust CNL peer assignments and duties based on need and further development of the program.

PERIOD OF SERVICE:

Contract Period: The original contract period shall be as stated in the agreement/contract or notice of award. The contract shall not bind, nor purport to bind, the city for any contractual commitment in excess of the original contract period. The Purchasing Division shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods, or any portion thereof. In the event the Purchasing Division exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of the agreement/contract.

Renewal Periods: If the option for renewal is exercised by the Purchasing Division, the contractor shall agree that the prices for the renewal period shall not exceed the maximum price for the applicable renewal period stated herein.

If renewal prices are not provided, then prices during renewal periods shall be the same as during the original contract period.

In addition, the contractor shall understand and agree that renewal period price increases specified in the contract are not automatic. At the time of contract renewal, if the city determines funding does not permit the specified renewal pricing increase or even a portion thereof, the renewal pricing shall remain the same

as during the previous contract period. If such action is rejected by the contractor, the contract may be terminated, and a new procurement process may be conducted. The contractor shall also understand and agree the city may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period(s). If such action is necessary and the contractor rejects the decrease, the contract may be terminated, and a new procurement process may be conducted.

In no event, shall the term of the contract/agreement exceed five (5) years and three (3) months per City Ordinance.

SUBCONTRACTORS:

Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the City and to ensure that the City is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract/agreement between the City and the contractor.

The contractor shall expressly understand and agree that they shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.

The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract/agreement shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.

The contractor shall only utilize subcontractors stated on Exhibit D in performance of the contract/agreement. The contractor must obtain the approval of the City prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.

3. PROPOSAL SUBMISSION INFORMATION

SUBMISSION OF PROPOSALS:

On-line Proposal - If a registered offeror is responding electronically through the City Bidding System website, in addition to completing the pricing, the registered offeror should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing, including applicable renewal pricing.

The exhibits, forms, and Pricing Page provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, Pricing Page, etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy proposal response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City shall consider the response which serves its best interest.

Hard Copy Proposal - If the offeror is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the offeror should include completed exhibits, forms, and other information concerning the proposal (including completed Pricing Page(s) with the proposal. The offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing, including applicable renewal pricing.

Recycled Products - The City recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy proposals may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's proposal shall be considered an open record after an agreement is executed or all proposals are rejected.

Therefore, the offeror is advised not to include any information in the proposal that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing a proposal, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the proposals and should limit proposal content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

The proposal should be page numbered.

The signed page one from the original RFP and all signed addendums should be placed at the beginning of the proposal.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFP – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the procurement officer of record indicated on the first page of this RFP. **Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements.** Offerors and their agents who have questions regarding this matter should contact the procurement officer.

The buyer may be contacted via e-mail or phone as shown on the first page. It is preferred that all questions be submitted via e-mail to the procurement officer.

Questions will be addressed via an addendum to the RFP. Offerors are advised that any questions received after the close of written questions date stated herein may not be addressed.

Joint Venture or Co-Counsel Response – If the proposal is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the RFP by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the proposal. Such lead offeror and contractor, if awarded the contract, must be the only party officially signing and submitting the proposal as well as serving as the official signatory for the joint venture or co-counsel.

COMPETITIVE NEGOTIATION OF PROPOSALS:

The offeror is advised that under the provisions of this RFP, the Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, virtual interview, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable proposals. The Purchasing Division reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The mandatory requirements of the RFP shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City.

EVALUATION AND AWARD PROCESS:

After determining that a proposal satisfies the mandatory requirements stated in the RFP, the evaluation team shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contract(s) shall be awarded to the lowest and best proposal(s). The City reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make multiple or single award(s) without further discussion.

Evaluation Criteria Scoring Category	Maximum Points
Cost	50 points

Offeror's Experience, Reliability, Expertise of Personnel, and Method of Performance	50 points
TOTAL	100 points

After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the evaluation committee. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Purchasing Division.

EVALUATION OF COST:

Pricing – The offeror must provide pricing for all line items as required on the Pricing Page.

Objective Evaluation of Cost – The cost evaluation shall be based upon the sum of the firm, fixed prices stated on the Pricing Page for the original contract period and each potential renewal period.

Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Price}}{\text{Compared Offeror's Price}} \times \frac{\text{Maximum Cost Evaluation points (50)}}{1} = \text{Assigned Cost Points}$$

EVALUATION OF OFFEROR'S EXPERIENCE, RELIABILITY, EXPERTISE, AND METHOD OF PERFORMANCE:

Experience and reliability of the offeror and expertise of the offeror's personnel will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror's organization, information documenting the offeror's experience in past performances related to the requirements of this RFP, and information documenting the qualifications of the personnel proposed by the offeror to perform the requirements of this RFP. If the offeror is proposing an entity other than the offeror to perform the required services, the offeror should also submit the information requested for such proposed subcontractor.

Offeror Information - The offeror should provide information about the offeror's organization on Exhibit A.

Experience - The offeror should provide information related to previous and current services/contracts of the offeror or any proposed subcontractor where performance was similar to the required services of this RFP. The information may be shown on Exhibit B or in a similar manner.

As part of the evaluation process, the City may contact the offeror's references, including references not listed or identified within the offeror's proposal but who have current or previous experiences with the offeror.

The offeror shall agree and understand that the City is not obligated to contact the offeror's references.

Personnel Expertise - The offeror should provide the information requested on Exhibit C for each key person proposed to provide the services required herein. The offeror may also submit resumes for such key personnel.

The information should identify any relevant qualifications and experience of the person in performing services similar to the services required herein.

Personnel Qualifications - If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

Licenses - The offeror should submit a copy of all licenses and/or certifications, related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the proposal, the City reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

Subcontractors Proposed - The offeror must either provide a properly completed Exhibit D, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each subcontractor proposed or must provide a letter of intent signed and dated no earlier than the RFP issuance date by each subcontractor proposed which must describe the products/services the subcontractor will provide.

Proposals will be subjectively evaluated based on the offeror's plan for performing the requirements of the RFP. Exhibit E is provided for the offeror's use in providing information about the proposed method of performance.

MISCELLANEOUS SUBMITTAL INFORMATION:

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a "business entity" (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit F, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit F must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit G, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

4. PRICING PAGE

The offeror shall provide a firm, fixed price for CNL services in accordance with the provisions and requirements stated herein as needed and requested through the term of the corresponding contract. The offeror shall provide an original contract period price and a maximum price for each potential renewal period.

Line Item	Description	Original Contract Period Firm, Fixed Price PER HOUR	1st Renewal Period Maximum Price PER HOUR	2nd Renewal Period Maximum Price PER HOUR	3rd Renewal Period Maximum Price PER HOUR	4th Renewal Period Maximum Price PER HOUR
1	Firm, Fixed Price for CNL peer (flat rate per hour)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Firm, Fixed Price for CNL peer on City Observed Holidays (flat rate per hour)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:
--

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the offeror's business, type of services performed, etc. Identify the offeror's website address, if any.

Provide a list of and a short summary of information regarding the offeror's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____ (if reference is for a Subcontractor): _____	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: <input checked="" type="checkbox"/> What the offeror did <input checked="" type="checkbox"/> How the offeror did it <input checked="" type="checkbox"/> Results <input checked="" type="checkbox"/> Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: _____	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	
--	--

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	
---	--

EXHIBIT D**DOCUMENTATION OF INTENT TO PARTICIPATE**

If the offeror is proposing to include the participation of a subcontractor(s) in the provision of the products/services required in the RFP, the offeror must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

~ Copy This Form For Each Subcontractor Proposed ~

This Section To Be Completed by Subcontractor:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the offeror identified above.

Name of Subcontractor: _____

Contact Name: _____ Email: _____

Address: _____ Phone #: _____

City: _____ Fax #: _____

State/Zip: _____ MBE/WBE/DBE

Certification # _____

MBE/WBE/DBE (or attach copy of certification)

Certification _____

Expiration Date: _____

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you (*as the subcontractor*) have agreed to provide:

Authorized Signature:

Authorized Signature of Subcontractor

Date
(Dated no earlier than
the RFP issuance date)

EXHIBIT E

METHOD OF PERFORMANCE

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Offeror.

Offeror should provide their current certificate of insurance and indicate if the City's terms and conditions stated in sample contract attachment if applicable can be met.

EXHIBIT F**NOTICE TO OFFERORS****Sections 285.525 To 285.550 RSMo.**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, 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 contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:
<http://www.dhs.gov/e-verify>

EXHIBIT F, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL SERVICES IN EXCESS OF \$5,000.00)

County of _____)
)SS.
 State of _____)

My name is _____. I am an authorized agent of _____ (Offeror). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

 Affiant

 Printed Name

Personally appeared before me, a Notary Public, within and for the County of _____, State of _____, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires _____, 20_____.

 (Notary Public)

EXHIBIT G**MISCELLANEOUS INFORMATION****Employee/Conflict of Interest:**

Offerors who are elected or appointed officials or employees of the City or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City or any political subdivision thereof:	
If employee of the City or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City or political subdivision thereof:	_____ %

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

EXHIBIT B
Consultant's Proposal and Pricing



SOLICITATION NO.: Request for Proposal (RFP) 106/2025
PROCUREMENT OFFICER: Cale Turner
PHONE NO.: (573) 874-7375
E-MAIL: cale.turner@como.gov

TITLE: Community Navigation Liaison

ISSUE DATE: August 22, 2025

RETURN PROPOSAL NO LATER THAN: September 10, 2025 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

(U.S. Mail)	(Courier Service)
RETURN PROPOSAL TO: CITY OF COLUMBIA PURCHASING or	CITY OF COLUMBIA PURCHASING
PO BOX 6015	701 E. BROADWAY, 5 th FLOOR
COLUMBIA MO 65205	COLUMBIA MO 65201

CONTRACT PERIOD: Effective Date of Contract through One (1) Year

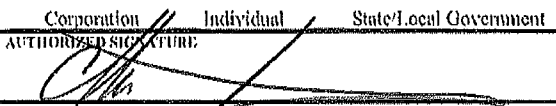
DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

City of Columbia, Missouri
Office of Violence Prevention
Columbia, MO 65201

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME	
POWERHOUSE COMMUNITY DEVELOPMENT CORPORATION	
MAILING ADDRESS	
601 BUS. LOOP I70W Suite 204	
CITY, STATE, ZIP CODE	
COLUMBIA MISSOURI	

CONTACT PERSON	EMAIL ADDRESS
CHARLES STEPHENSON	clstephe@sbcglobal.net
PHONE NUMBER	FAX NUMBER
573-723-6030	660-886-8888
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE)	
Corporation <input checked="" type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> X IRS Tax-Exempt <input type="checkbox"/>	
AUTHORIZED SIGNATURE	DATE
	9/8/2025
PRINTED NAME	TITLE
CHARLES STEPHENSON	CEO

4. PRICING PAGE

The offeror shall provide a firm, fixed price for CNL services in accordance with the provisions and requirements stated herein as needed and requested through the term of the corresponding contract. The offeror shall provide an original contract period price and a maximum price for each potential renewal period.

Lin e Ite m	Description	Original Contract Period Firm, Fixed Price PER HOUR	1 st Renewal Period Maximum Price PER HOUR	2 nd Renewal Period Maximum Price PER HOUR	3 rd Renewal Period Maximum Price PER HOUR	4 th Renewal Period Maximum Price PER HOUR
1	Firm, Fixed Price for CNL peer (flat rate per hour)	\$__48__	\$__50__ -	\$__52__ -	\$__54__	\$__56__ -
2	Firm, Fixed Price for CNL peer on City Observed Holidays (flat rate per hour)	\$__72__	\$__76__ -	\$__80__ -	\$__84__	\$__88__ -

EXHIBIT A
OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:
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Provide a brief company history, including the founding date and number of years in business as currently constituted.

Overview: The Powerhouse Community Development Corporation (PCDC) became a legal non-profit entity on November 28th, 2008 (17 years in business). Initially, it was formed to assist men and women returning from the penal system to reconnect and reintegrate back into society. Over the years, PCDC has evolved and created new programs to prevent or reduce recidivism.

In January of 2008, PCDC opened its first transitional house (Fresh Start) in partnership with the Missouri Department of Corrections in Saline County. In the summer of 2009 PCDC began hosting summer camps and providing meals to children through the *No Kids Go Hungry Campaign* in contract with the Missouri Department of Health & Senior Services. In 2010 PCDC was awarded federal funds through the Missouri Department of Mental Health and began the Power of Hope program to provide recovery supportive services. In 2012, PCDC initiated the Fathers Committed to Families program designed to teach and promote responsible fatherhood (later was awarded funding through Missouri Dept of Social Services). As surrounding counties became aware of the many facets of services provided by PCDC, many state agencies reached out to solicit these services in neighboring counties.

In 2013 PCDC began providing services in Pettis County. In 2015 PCDC began providing services in Morgan County; and in 2019 PCDC was solicited by Boone County Circuit Court – Division 13 to initiate the first and only Fatherhood Diversion Court in Central Missouri (only two statewide). After being in Columbia for 1 year, Probation & Parole asked PCDC to bring its recovery supportive services to Columbia as well; and in 2020 Boone County solicited PCDC to be the sole HEAT facilitating organization for the courts through a 5 year federally grant funded project piloted to improve the success rates of African American and other minority populations across the county. PCDC in partnership with Boone County 13th Div Circuit Court improved outcomes from 9% success rate to 88.9% in the first year, and has led the nation every year.

PCDC has continue to grow and expand services in Boone County; and in 2023 PCDC opened another office in Randolph County.

Describe the nature of the offeror's business, type of services performed, etc. Identify the offeror's website address, if any.

PCDC stated mission is *"To strengthen individuals and families through providing services that improve quality of life."* Since its formation, PCDC has engaged, educated, equipped and empowered individuals and families with tools, training, resources and other support to positively impact the social, emotional, economic, and the health of residents in Central Missouri.

PCDC is a multi-facet organization that is client-oriented, child-centered and family-focused. PCDC provides an array of services consisting of; transitional housing, SUD/Mental Health Treatment, fatherhood, parenting classes, GED, employment training, transportation, DUI classes, life skills, anger management, youth development, and food assistance. The PCDC core services include family

enrichment, health education, nutrition and wellness services; in addition to resource development and community engagement.

**POWERHOUSE
COMMUNITY
DEVELOPMENT
CORPORATION**

SERVICES

- ▶ Case Management
- ▶ Recovery Counseling
- ▶ Youth Enrichment
- ▶ UAs
- ▶ Group Education
- ▶ Individual Counseling
- ▶ Group Counseling
- ▶ Peer Support
- ▶ Food Distribution
- ▶ Re Entry Coordination
- ▶ Child Support Advocacy
- ▶ Employment Assistance
- ▶ Domestic Violence Courses
- ▶ DUI Courses
- ▶ Drug & Alcohol Courses
- ▶ Anger Management Courses
- ▶ Parenting Courses
- ▶ Support Meetings

PCDC has been a key player on several federally funded projects. PCDC aided in a successfully implemented 2008 Strategic Prevention Framework State Incentive project, and in 2013 provided treatment and recovery support services on the Targeted Capacity Expansion Technology-Assisted Care (TCE-TAC) project, funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). In 2019 PCDC was awarded a 1-year federal Opioid Planning grant for \$200,000 through HRSA. In 2020 -2023, PCDC was awarded a 3-year Opioid Implementation grant through HRSA for 1,000,000. In addition, PCDC has been awarded federal funding for over the last 15 years through the Missouri Dept. of Mental Health (DMH) to provide substance abuse services for the Access to Recovery Program (ATR I, II, III, IV). PCDC has facilitated numerous state funded initiatives, which includes contracts with Missouri Dept. of Correction (Re-entry), Missouri Dept. of Senior Services (Summer Food), Missouri Family Support Division (Healthy Relationship & Responsible Fatherhood), and DMH (Recovery Support Services/Treatment).

Website: www.pwrhousecdc.org

Provide a list of and a short summary of information regarding the offeror's current contracts/clients.

PCDC has contracts with Dept. of Corrections, Dept. of Mental Health, Dept. of Social Services (Family Support Division), Dept. of Health & Senior Services, Drug Court, Mental Health Court, Veteran's Court, and Public Housing.

Current Contracts	Summary
HRSA	The Health Resources and Services Administration (HRSA) provides funding and technical assistance to address the rural community's opioid crisis. The purpose of RCORP-initiative is to support treatment for and prevention of substance use disorder, including opioid use disorder, in rural counties at the highest risk for substance use disorder.
Boone County Children Services	The funding was contracted through BCCS allowing PCDC to provide the Healthy Choices program. This Initiative is geared towards positive youth enrichment, parental education and case management for parents endeavoring to improve their lives and strengthen their families. Life skills and mentorship for youth is provided in school settings, afterschool program and summer camp. Parental education is provided in group facilitated classes with individual sessions being conducted one on one setting.
Missouri Family Support Division	Fathers Committed to Families program provides services to fathers to help support their children emotionally and financially by providing access to programs that deliver responsible parenting, healthy marriage, economic stability, and job training skills. This Fatherhood project is designed to bolster support for Columbia, Missouri resource families. The program provides a responsible fatherhood/parenthood curriculum, as well as supportive services designed to address parenting skills, co-parenting, domestic violence, child support, and provide employment/educational opportunities.
Missouri Department of Health & Senior Services	The Summer Food Service Program (SFSP) helps assure that eligible populations have access to nutritious meals during the summer months. When school is not in session, SFSP provides reimbursement to PCDC for offering the required continuum of meals. Eligible participants include: children 0 through 18 years of age whose family incomes are less than or equal to 185 percent of the Federal Poverty Guidelines; and to income-eligible adults over 18 years of age who have been determined by a state educational agency to have a disability and who participate in a school-based program for the disabled during the school year.
Missouri Department of Mental Health	POWER OF HOPE provides substance abuse prevention, intervention, and treatment services in five counties in the state of Missouri. PCDC treats every consumer with dignity and respect in all phases of the continuum of care experience. PCDC believes that substance abuse and alcohol addiction is a disease or an addictive illness and we strive to institute current research findings in our delivery of services. PCDC serves as a resource to the communities we serve by implementing educational programs available to the public on the disease of addiction and advocating at all times for the value of substance abuse services in improving the welfare of those communities. Our employees will keep our mission statement as the guiding principle in their work.
Missouri Office of State Courts	<p>H.E.A.T. This program assists court ordered program participants in personal development, making better life choices, abstinence, rebuilding and strengthening family relationships, and becoming self-sufficient.</p> <p>Target Population: Adults 18 years and older</p> <p>Program Eligibility Requirements:</p> <ul style="list-style-type: none"> • Must be the age of 18 & over • Must be willing to enroll in appropriate designated classes • Must actively complete all required program components • Must comply with all directives established with the Missouri Child Support Agency <p>Program Components: Participation in the program includes the following components:</p> <ul style="list-style-type: none"> • Attend Project Orientation • Intensive Intake and Assessment • Screenings • Group Educational Classes (Minimum of one complete 12 week cycle) • Case Management • Care Coordination • Counseling • Peer Support • Community Engagement • Employment Readiness (If unemployed or working part-time) • Computer Literacy (If needed) • Communication via the CCMO system

Missouri Foundation of Health	The Medicaid Expansion Outreach, Enrollment and Renewal project is a program designed to reach individuals and families in the remote and rural communities of Missouri to provide resources and assistance to receive Medicaid for qualifying participants.
Missouri Department of Behavioral Health	The Family Healing Program. It is designed to improve relationships with the entire family that has been traumatized by Opioid Addiction. The program educates families on resources for them and their loved ones struggling with opioid use disorder to enable engagement in treatment and recovery support services. It educates families on family dynamics during addiction and the recovery process; and it provides open forums/workshops for families in the most non-stigmatizing and sensitive manner possible in the community to increase participation.
Veterans United Foundation	This contract is a community-based initiative designed to provide both food and resources to the underserved community during Thanksgiving and Christmas.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

In the last two years PCDC has not lost any contracts. PCDC has however, had to compete for existing contracts that are awarded on a three-to-four-year cycle. PCDC has successfully been re-awarded every single RFP it previously operated. Additionally, funds have been increased on several contracts.

In over 17 years of operation, PCDC has always fulfilled compliance and outcome measures. PCDC has successfully administered the fiscal management as well as grant implementation through its grant projects with both state and federal contracts/grants.

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Powerhouse Community Development Corporation (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	Missouri Department of Social Services Family Support Division
Address of Reference Company/Client:	615 Howerton Ct. Jefferson City, MO 65109
Reference Contact Person Name, Phone #, and E-mail Address:	Matthew William 573-526.1427 Matthew.william@dss.mo.gov
Title/Name of Service/Contract	Healthy Marriages and Responsible Fatherhood Initiatives
Dates of Project Initiation and Project Completion:	2016-Present
If service/contract has terminated, specify reason:	NA
Description of Services Performed, such as: <input checked="" type="checkbox"/> What the offeror did <input checked="" type="checkbox"/> How the offeror did it <input checked="" type="checkbox"/> Results <input checked="" type="checkbox"/> Additional Detail	<p>As an organization PCDC has been operating an established father project for over 12 years in continuous operation. All key staff have a minimum of 8 years services in case management and the Financial Director has over 15 years of experience handling state and federal funds. Our program has been highlighted across the country at the NPCL International Fatherhood Conference. Additional, Charles Stephenson-Program Director chaired the IFC for 9 consecutive years, and chaired the fatherhood track in partnership with Missouri Support Educational Association Annual Conference in Missouri for two years. PCDC Fathers Committed to Families was awarded the Health Marriage and Responsible Fatherhood grant in all previous rounds of funding. PCDC led all awarded agencies in the participants paying child support payments for the last two years and had the second highest percentage each year in participant securing employment. PCDC has successively served over 550 unduplicated fathers in the last 7 years (well over the required number). Additionally, PCDC has established offices in five counties now providing fatherhood services during the grant period to increase fatherhood service capacities. Furthermore, PCDC played a significant role in the creation and establishment of Child Support Alternative Courts in both Pettis and Boone County.</p> <p>A. Building parenting skills of fathers; PCDC has been trained and certified on two nationally recognized parenting curriculums; "Quenching the Fathers Thirst" by The National Center for Fathering and "Fragile Families" by National Partnership for Community Leaders. The curriculums are researched and evidence-based respectively,</p> <p>with emphasis placed on teaching fathers the importance of how to be attentive and responsible in their lives or their children. They direct fathers in establishing goals that will increase the welfare and well-being of their children.</p>

	<p>B. Teen fatherhood prevention program; In addition, PCDC has a specific teen fatherhood prevention initiative designed to promote abstinence during adolescence and provide precautionary literature to youth in our Youth Power Inc. The Boyz 2 Men programs is targeted to towards boys between the ages of 12-15 years of age who live in a single parent household and are at a greater risk of adolescent negative behaviors. The evidenced-based curriculum provides focus in six key areas: personal, social, economic, educational, health and American/Cultural history. Knowledge and life skills are taught to provide youth with tools to overcome struggles and impart young boys with coping mechanisms to face life important challenges in reaching manhood, and academic and career achievements.</p> <p>C. Providing re-entry services to fathers who are inmates or who have been released within the last sixty days from jail or prison. Since 2008 PCDC has provided housing, substance abuse education, employment assistance, counseling, recovery coaching, and limited transportation to ex-offenders leaving the penal system. PCDC has been in partnership with DOC and DMH in the Missouri Re-entry program and Access to Recovery program respectively.</p> <p>D. Providing job placement or employment services; PCDC works with the Workforce Labor Board through the area career center in hosting job fairs, providing work ready community certificates, creating resumes and job postings. PCDC has a computer resource center with a trained resource coordinator to assist fathers with employment on a daily basis. Also providing services to fathers who are inmates or who have recently been released from jail or prison. PCDC also has an 8 week, 8 session Employment Readiness Training Program that will be offered in addition to the responsible fatherhood curriculum</p>
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Reggie Palmer - Fatherhood Director & CPS Lorenzo Powell - Class Facilitator & CPS; Lori McKee - Enrollment Johanna King - Data Collection & CPS

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Powerhouse Community Development Corporation (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	Boone County Alternative Sentencing Center
Address of Reference Company/Client:	607 E.Ash St. Columbia MO 65201
Reference Contact Person Name, Phone #, and E-mail Address:	Casey Clevenger 573-886-4082 Casey.clevenger@courts.mo.gov
Title/Name of Service/Contract	Boone County Treatment Court
Dates of Project Initiation and Project Completion:	2019 - Present
If service/contract has terminated, specify reason:	N/A
Description of Services Performed, such as: <input checked="" type="checkbox"/> What the offeror did <input checked="" type="checkbox"/> How the offeror did it <input checked="" type="checkbox"/> Results <input checked="" type="checkbox"/> Additional Detail	<p>Context</p> <p>Due to increase in the prison population and the condition of overcrowding, in addition to, increasing social support that criminal laws are too severe in addressing non-violent drug related charges. Drug courts have gained significant attraction as a means to provide an alternative to incarceration. Drug courts are designed to reduce prison overcrowding, criminality and recidivism, and to decrease the cost of housing and supporting individuals from becoming a burden on the state. This being said, Boone County Alternative Sentencing Court was highlighted by the federal government to participate in a research project to analyze why minorities have such a low success rate. The HEAT Project involved 5 counties in the state of Missouri. PCDC was contracted to provide services to said population during the 5 years project.</p> <p>Objectives</p> <p>Providing drug-addicted and substance abusing offenders with judicially supervised treatment as an alternative to incarceration; Providing participants with the education needed to curb drug and alcohol addiction, criminal thinking, and promote a life of recovery and sobriety; Provide rigorous supervision and case management to ensure that each participant complies with their individual treatment goals and objectives;</p> <p>Provide immediate interventions to reduce high-risk behaviors and promote responsible behaviors while holding them accountable for their actions; Assisting participants with their vocational, educational, employment, health care needs through community partnerships; Encouraging participants to maintain a drug and alcohol free lifestyle by administering random drug and alcohol testing; Maintaining a cohesive team that can help assist participants with life changing behaviors through continued education and professional growth;</p> <p>Perform regular evaluation measures to help promote effective practices and improve ineffective practices.</p>

	<p>Approach</p> <p>Use thorough assessment to identify underlying issues due to social determinants in early childhood years. Utilize both education groups and processing group therapy on each topic to increase dosage and duration. Assigning both a case manager and certified peer support to assist with managing ISP and provide mentorship respectively. Implement an incentive program to create a positive reinforcement environment</p> <p>Impact Achieved</p> <p>This program is still relatively new; however, we have experienced overwhelming indicators of the success of this program. The courts assigned 25 individuals to the yearlong program. Historically, less than 11% of minorities successfully completed drug court in the U.S. As a part of five-year research initiative Boone County was selected to participate. PCDC was contracted to provide services. At the end of this first-year cycle 21 men, 84% are graduating the program. This is the highest success rate in the country. Since then PCDC continues to maintain a graduation rate of over 83% of participants enrolled in alternative courts.</p>
Personnel Assigned to Service/Contract (include all key personnel and identify role):	<p>Catherine Greufe - Program Coordinator & CPS; Salena Johnson - Enrollment</p> <p>Becky Blacklock-Ludy - Facilitator & CPS; Catherine Miller - LPC</p>

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Powerhouse Community Development Corporation (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	Missouri Department of Mental Health
Address of Reference Company/Client:	1706 E. Elm St. PO Box 687 Jefferson City Mo, 65102
Reference Contact Person Name, Phone #, and E-mail Address:	Jesse Crum Phone: (573) 751-3446 Email: Jesse.Crum@dmh.mo.gov
Title/Name of Service/Contract	Recovery Supportive Services
Dates of Project Initiation and Project Completion:	Sept 2009 - present
If service/contract has terminated, specify reason:	NA
Description of Services Performed, such as: <input checked="" type="checkbox"/> What the offeror did <input checked="" type="checkbox"/> How the offeror did it <input checked="" type="checkbox"/> Results <input checked="" type="checkbox"/> Additional Detail	<p>Context</p> <p>Substance Use Disorder has had a devastating impact on our society at large. SUD and mental health disorders are among the top of the public health epidemic in America and other nations across the world. It has contributed immensely to a significant amount of disease burden throughout the world. Neuropsychiatric illnesses are the number one contributor; of which, SUD is responsible for the second largest segment of the condition.</p> <p>Additionally, SUD are so also responsible for increase in accidental death, unintended deaths and death involving violence. In 2007 alone, the direct and indirect cost of illegal drug use was single-handedly accounted for over \$200 billion dollars as it related to crime, healthcare and loss of production due to drug use. More importantly, SUD are highly responsible for child endangerment. Although, treatment is an option; the waiting list for Inpatient and outpatient treatment are long. Many in rural communities are underserved. In lieu, of inadequate treatment services DMH has created Recovery Supportive Services Programs designed to provide recovery services during pre and post treatment. PCDC originally became a certified and contracted RSS provider during 2009.</p> <p>The DMH was awarded a federal contract under the Access to Recovery project. This project was funded four times during a 12 year cycle. At the conclusion of the ATR era, the DMH created a budget line to continue RSS.</p> <p>Objective of ATR/RSS</p>

	<p>There are four major demotions that support recovery. Health, Home, Purpose, and Community. Health-to overcome or manage one's mental health or SUD illness; Home-providing a stable home and safe living space; Purpose-conducting meaningful daily activities and self-sufficiency; Community-having relationships and social network support.</p> <p>Approach To train 100 faith-based groups or non-profit community based entities throughout Missouri to create local collaborative partnership to provide an array of continuum care services such as: transitional housing, transportation, life skills, educational classes, recovery coaching, recovery counseling, spiritual counseling and case management services. Recovery oriented care and recovery supportive system could help people with mental and substance use disorders manage their condition successfully.</p> <p>Impact Achieved Over the last three years, PCDC has served over 375 ex-offenders returning from the penal system. 81% have successfully completed our program with less than 10% recidivism; and 71% are gainfully employed. Over 120 men have a home plan to our transitional house, with a program success rate of 86% completion. Many have reunited with their children or have learned to co-parent with the child's mother. This program is enhanced by the HMRP Initiative, 92% of all parents returning from the penal system are fathers; most are uneducated and ill equip to father their children. The fatherhood program allows father with mental and SUD to learn how to become a responsible dad and how to become self-sufficient.</p>
Personnel Assigned to Service/Contract (include all key personnel and identify role):	<p>Jeanine Falls-Keener - Regional Director; Tim Fugate -LPC, Ansur Adams -LPC; Christian Stephenson -HEAT Facilitator & CPS MC Dampier -HEAT Facilitator & CPS; Tori Jones - LPC</p>

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Powerhouse Community Development Corporation_ (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	Department of Health and Human Services Health Resources and Services Administration Federal Office of Rural Health Policy
Address of Reference Company/Client:	Division of Grants Management Operations 5600 Fishers Lane, Mailstop 10SWH03 Rockville, MD 20879
Reference Contact Person Name, Phone #, and E-mail Address:	Sachi Khush 301-443-2466 SKhushu@hrsa.gov
Title/Name of Service/Contract	Behavioral Health Rural Network
Dates of Project Initiation and Project Completion:	May 2020-Present
If service/contract has terminated, specify reason:	N/A
Description of Services Performed, such as: <ul style="list-style-type: none"> ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail 	Purpose of Health First, applying lessons learned, advanced exploration of innovative methods to affect change, and through innovative enhancements of the Patient Centered Medical Home model, and promotion, sponsorship, coordination, and wide dissemination of an array of rural-responsive and proven evidence-based practices among clinical and non-clinical providers, will address gaps and disparities that continue to adversely impact the social determinants of health (SDoH) in this broad rural service area.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Jashawna Terry - Project Director; Tiffany Cook - Analysis Stefan Jackson - Facilitator & CPS

EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: <u>CEO</u>	
Name of Person:	Charles Stephenson-Executive Director
Educational Degree (s): include college or university, major, and dates	Psychology-Columbia College August 2015-Current Associate in Theology-Midwest College of Theology January 2013-December 2013 Business Administration -Phoenix University Jan. 2008-May 2008 Business Administration-MO Valley College August 1983-May 1986 Business College Administration-State Fair Community August 1981-January 1982
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Missouri Recovery Support Specialist No.4886 Oct.2018 April 2010-20 I 9 Missouri Associate Alcohol Drug Counselor II No. 8102 April 20 I 3-Oct.
Specialized Training Completed.	2019 Master Trainer Agency National Partnership for Community Leader; Fatherhood April 2011-2018 Master Trainer- National Center for FatheringQuenching the Father Thirst 2010 Master Trainer- Agency National Partnership for Community Leader; Motherhood 2016 Strong Parents Stable Children: Building Protective Factors to Strengthen Families 2015 Healthy Relationships & Marriage EducationTraining-.. Tackling the Tough Skills 2014 Naloxone Training 2018 Habilitation Empowerment Accountability Therapy 2019
# of years' experience in area of service proposed to provide:	20 years
Describe a person's relationship to the offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Founder & Executive Director of Powerhouse Community Development Corporation.
Describe this person's responsibilities over the past 12 months.	Oversee the day-to-day operation of the agency. Assure filing of all legal and regulatory documents and monitoring compliance of relevant Jaws and regulations. Ensure the agency is operating within the scope of the vision and mission. Work with the Board to establish and evaluate outcomes and impact of school and long range goals. Grant writing and sustainability plan. Recruit, retain and supplement quality staff and volunteers. Build relationships in community with other providers, community and faith-based organizations and stakeholders. Create, manage, and oversee maintenance of service contracts. Meet with legislative, judicial and regulatory agencies to review and promote programs.
Previous employer(s), positions, and Dates	N/A

Staffing Methodology

Describe the person's planned duties/role proposed herein:	The Director will oversee program operations. Will interact with staff and key personnel to ensure all program requirements are met as well as goals and objectives are completed. Will review outcomes with Data personnel and create action plans if measurements are not in alignment with projections.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	Have overseen and managed federal government funded programs since 2009, Missouri Department of Correction- Reentry 2009, Department of Health & Senior Services- USDA Summer Food 2009-2016, Department of Mental Health-Access To Recovery (SAMSHA) 2010-, Current
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EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: <u>License Professional Therapist</u>	
Name of Person:	Tori Jones
Educational Degree (s): include college or university, major, and dates	B.S., Psychology Missouri Valley College, May 2011 Summa Cum Laude, Presidential Scholar, Psychology Scholar, Scholar of the Year 2011, International Honor Society for Social Sciences Nominee, Dean's List for 8 semesters M.A., Community Counseling, Missouri Valley College, May 2020, 4.0 GPA Presidential Scholar
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Licensed Professional Counselor (LPC) National Certified Counselor (NCC) Licensed Professional Counselor (LPC)
Specialized Training Completed.	Missouri Associate Drug & Alcohol Counselor (MAADCII) December 2020-Present
# of years' experience in area of service proposed to provide:	5 years
Describe the person's relationship to the offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Tori Jones has worked as LPC for 5 years; and has worked as a CPS for 6 previous years.
Describe this person's responsibilities over the past 12 months.	Conduct assessments and create treatment plans. Provide counseling, treatment modification, and supervise staff development.
Previous employer(s), positions, and Dates	N/A

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Tori Jones will conduct assessments, evaluations and treatment plans for program participants. Will also provide therapeutic services for individuals with traumatic life experiences.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	Conduct assessments and create treatment plans. Provide counseling, treatment modification, and supervise staff development.
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EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: <u>COO</u>	
Name of Person:	Stefan Jackson
Educational Degree (s): include college or university, major, and dates	BS, Business Administration Missouri Valley College 2006 MPA, Non-Profit Leadership Grand Canyon University 2021 Lean Six Sigma Green Belt General Electric 2013
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	Habilitation Empowerment Accountability Therapy 2019 Trauma Informed Care & Coping Techniques 2021
# of years' experience in area of service proposed to provide:	8 years
Describe a person's relationship to the offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Stefan Jackson has worked for the company for 13 years in various capacities. Currently, he facilitates classes and manages data review outcome measurements
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	COO, Oversees companies business operations and reports to the CEO

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Stefan will oversee training and progress of new employees on this project. He will meet with them on a regular basis to aid in their development and ensure outcomes are met.
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List of Projects and Roles Completed

<p>Describe the projects worked by the individual and the specific role:</p>	<p>Oversight of Healthy Marriage – Responsible Fatherhood Initiative Region 3, intricate involvement with Boone County Child Support Court. Assisting in developing, organizing, and implementing fatherhood initiative in Region 1. Operated every aspect of the program; director, facilitator, case manager, coordinator, mentoring, assessment and resource coordinator for previous Healthy Marriage and Responsible Fatherhood Initiative.</p> <p>Lead facilitator for FSD's Future Leaders program providing youth mentoring, intricate involvement with Boone County Child Support Court/</p> <p>Oversight of a Fiscal Manager who oversees government-funded program administration and case managers</p> <p>In role as COO, oversee various FSD, HRSA, MFH, DMH programs including the fiscal managers, case managers and project directors Oversee the day-to-day operation of the agency. Assure filing of all legal and regulatory documents and monitoring compliance of relevant laws and regulations. Ensure agency is operating within the scope of the vision and mission. Work with Board to establish and evaluate outcomes and impact of short and long range goals. Grant writing and sustainability plan. Recruit, retain and support quality staff and volunteers. Build relationship in community with other providers, community and faith-based organizations and stakeholders. Meet with legislative, judicial and regulatory agencies to review and promote programs.</p>
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EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

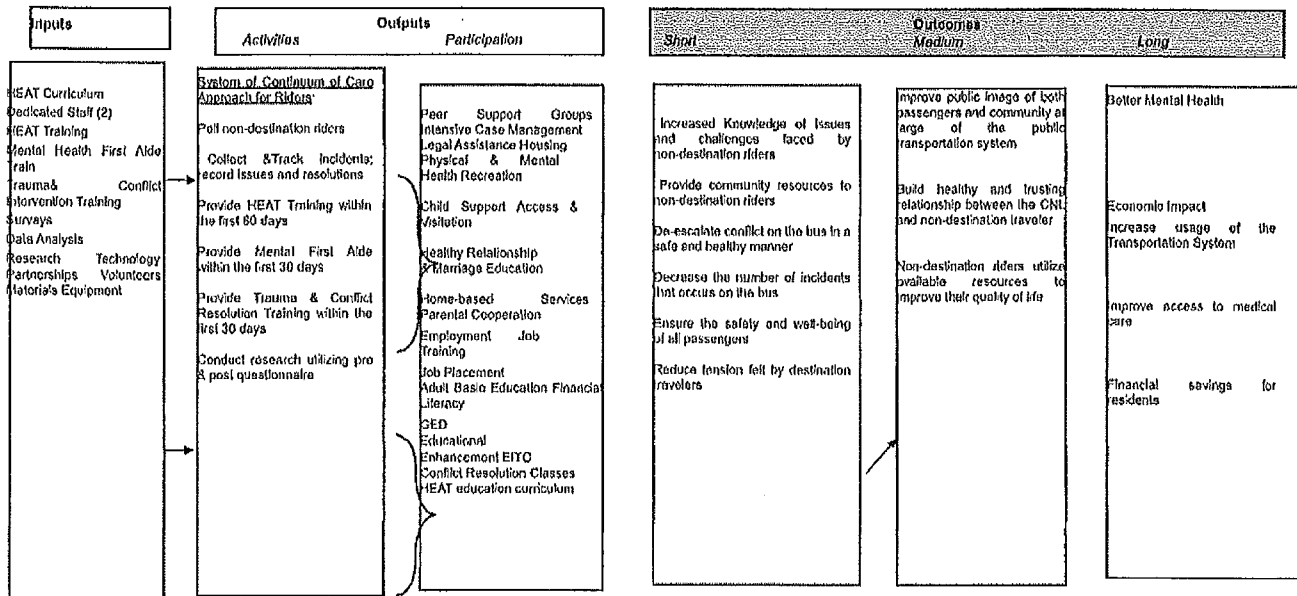
Title of Position: <u>Fatherhood Director</u>	
Name of Person:	Reggie Palmer
Educational Degree (s): include college or university, major, and dates	High School Diploma Marshall High School 2003
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Certified Peer Specialist Trainer Missouri Credentialing Board 2021
Specialized Training Completed.	H.E.A.T for Youth Training Pinwheel Group 2020 H.E.A.T Men's Training Pinwheel Group 2018
# of years' experience in area of service proposed to provide:	7 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Director of Fatherhood programing , Employe for 8 years
Describe this person's responsibilities over the past 12 months.	Oversight of Healthy Marriage – Responsible Fatherhood Initiative Region 1, Fatherhood case manager. Functioned as a case manager and class facilitator in Region 3. Managed transitional for fathers returning from prison providing life skills training and mentorship.
Previous employer(s), positions, and Dates	N/A
Staffing Methodology	
Describe the person's planned duties/role proposed herein:	Reggie Palmer will provide support and training to the employees on this project.
List of Projects and Roles Completed	
Describe the projects worked by the individual and the specific role:	<p>Certified Peer Specialist and facilitator offering years of hands-on experience mentoring adults and youths to achieve success and stated goals.</p> <p>Developing, monitoring, and evaluating ISPs</p> <p>Certified Peer Specialist and facilitator offering years of hands-on experience mentoring adults and youths to achieve success and established goals.</p> <p>Provided individual peer support and supportive services for families in recovery; case management services; Facilitated group sessions, Administrative coordinator for Fresh Start program; performed client care coordination of services, to meet requirements of DFS, or Probation and Parole</p>

EXHIBIT E

METHOD OF PERFORMANCE

The offeror should use this Exhibit or any format desired, to present a written plan for performing the requirements specified in this Offeror.

CNL Program: A Longo Model



PCDC will submit quarterly progress reports to the city by the fifteenth (15th) day of the month following the quarter for which services were provided. The quarterly progress report will include both quantitative data and qualitative measures and information submitted in a format approved by the city.

Quarterly progress report will outline the following information:

- Specific activities/tasks completed including completion dates;
- Planned activities/tasks and projected completion dates;
- A description of any problems or impediments encountered and proposed solutions; and
- Additional information as requested by the city

PCDC will meet in-person or participate in a teleconference meeting with the city and other stakeholders upon request. This report will provide an update on our organization's evaluation of the success and efficacy of the program and the status of PCDC employees.

PCDC will utilize a data collection and reporting system that collects demographics in alignment with the city's current system. Our organization is well versed in compiling data and producing reports for both local, state and federal agencies. This data collection system and information system meets the criteria for other Missouri State reporting guidelines and will produce a report well in-line with these standards. In addition to reporting for the Reentry Program, our organization uses this system to generate reports for Probation and Parole, and other state agencies.

To ensure the intended outcomes of the project are achieved, PCDC will incorporate a participatory evaluation process. Participatory evaluation is reflective, action-oriented and seeks to build capacity by:

- 1) Providing both participants with the opportunity to reflect on a project's progress and obstacles;

- 2) Generating knowledge that results in the application of lessons learned and leads to corrective action and/or improvements;
- 3) Providing participants with the tools to transform the environment.

Data such as: surveys, pre- and post-questionnaires from both evidence-based curriculum implemented, client satisfaction surveys, agency-to-agency coordination, and focus group feedback will be collected and analyzed. The focus during the evaluation will go beyond the report produced but upon the process as well. As a result of the active involvement of participants, providers, and stakeholders in reflection, assessment and action, a sense of ownership is created, capacities are built, participants are empowered and lessons learned are applied both in the field and at the program level, thus increasing effectiveness.

Offeror should provide their current certificate of insurance and indicate if the City's terms and conditions stated in sample contract attachment if applicable can be met.

EXHIBIT F, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL SERVICES IN EXCESS OF \$5,000.00)

County of Boone)
 State of Missouri) SS.

Mv. name, is Charles Stephenson I am an authorized agent of Powerhouse Community Development Corp (offeror). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Charles Stephenson
 Affiant

Charles Stephenson
 Printed Name

Personally appeared before me, a Notary Public, within and for the County of Boone, State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this 10 day of September, 20 25.
 My Commission expires 10/03, 20 27

Jacob Ben Clemons
 (Notary Public)

JACOB BEN CLEMONS
 Notary Public - Notary Seal
 STATE OF MISSOURI
 County of Boone
 My Commission Expires 10/3/2027
 Commission #23846840



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/09/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fortner Insurance Services 1519 E Sunshine Springfield MO 65804		CONTACT NAME: Patricia Dixon PHONE (A/C No, Ext): (417) 882-5560 FAX (A/C No): (417) 882-5561 E-MAIL ADDRESS: pdixon@fortner-insurance.com	
INSURED Powerhouse Community Development Corp. 601 W Business Loop 70 Columbia MO 65203		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company INSURER B: Progressive Casualty Ins INSURER C: Trumbull Insurance Company INSURER D: INSURER E: INSURER F:	
		NAIC # 18058 24260 27120	

COVERAGES

CERTIFICATE NUMBER: CL2531017552

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		PHPK2665257	03/06/2025	03/06/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		967133928	03/06/2025	03/06/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ 10,000			PHPK2665257	03/06/2025	03/06/2026	COMBINED SINGLE LIMIT (Ea occurrence) \$ 2,000,000 AGGREGATE \$ 2,000,000 Auto Liability Sublimit \$ 1,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	37WBCBW1MHW	09/18/2025	09/18/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability Hired and non-owned auto			PHPK2665257	03/06/2025	03/06/2026	ea. Professional Incident 1,000,000 Aggregate 2,000,000 Hired and non-owned 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is listed as additional insured on a primary non-contributory basis.

CERTIFICATE HOLDER

CANCELLATION

City of Columbia it's elected Officials and Employees 701 E Broadway Columbia MO 65205	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Powerhouse Community Development Corporation sent pricing clarification to the purchasing manager. The staff rate is the total annual cost for both CNL peers and the admin cost is the indirect cost with the total cost for the first-year below:

\$83,200 is (2) CNL peers' salary

\$16,640 is the admin cost

\$99,840 is the total annual cost for the first year