



SOLICITATION NO.: Request for Proposal (RFP) 57/2022

BUYER: Cale Turner

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TITLE: Request for Proposal (RFP) Comprehensive Homeless Services Center Planning

ISSUE DATE: November 29, 2021

RETURN PROPOSAL NO LATER THAN: January 7, 2022 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 – September 30, 2022

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

**Columbia/Boone County Department of Public Health and Human Services &
Community Development Department
Columbia, Missouri**

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) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> 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 Comprehensive Homeless Services Center Planning services for the City of Columbia, Missouri (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) Exhibits A – D

Terminology/Definitions: Whenever the following words and expressions appear in a Request for Proposal (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.
- Financial Statement and Assurance the financial statements and the report of assurance (compilation, review, or audit) of an organization’s financial statements provided by a qualified third party. Financial statements and the accompanying report of assurance must be submitted in accordance with the requirements outlined in the table below:

Combined Annual Income of Organization	Allowable Type of Financial Statement Assurance	Required Accompanying Document
<\$25,000	Compiled (Full Disclosure), Reviewed, or Audited	none
≥\$25,000	Reviewed or Audited	Communications from auditor

The City reserves the right to request either reviewed or audited financial statements.

- 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 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.
- 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 (City) is seeking proposals from an organization or collaborative to prepare a comprehensive homeless services center plan that will guide the development and operations of a homeless services center that will provide, at a minimum, emergency shelter and a homeless drop-in center, in combination with access to supportive services for persons experiencing homelessness in Columbia, Missouri. The City is not seeking consulting services. Rather, the City is seeking to support a nonprofit organization, or collaborative of nonprofit organizations, actively or interested in planning and developing a comprehensive homeless services center.

Multiple City of Columbia planning documents and sources of funding include addressing homelessness as a priority.

City of Columbia Consolidated Plan

The *City of Columbia 2020-2024 CDBG and HOME Consolidated Plan* establishes a “24-hour [homeless] resource center” as a goal within the five-year term of the Consolidated Plan. Goal #15 under Goal Descriptions, pp. 119. Homeless facility improvements under Goal Summary Information sets \$250,000 in Community Development Block Grant (CDBG) funds as the target level of spending on homeless facilities and improvements with a goal of assisting 50 persons during the five-year period (Goal #15, p. 117).

The Consolidated Plan includes a “24 Hour Homeless Resource Facility Recommended Feasibility, Strategic Planning and Implementation Guide,” specifically pp. 186-189. A link to the Consolidated Plan may be found here:

<https://www.como.gov/community-development/housing-programs-division/2020-2024-consolidated-plan/?searchterm=Consolidated%20Plan>

Additionally, the CDBG and HOME funding Council Policy Resolution PR171-19 adopted December 2, 2019:

Section D. Community Facilities: “...Priority may be considered for viable projects that address our community’s efforts to work towards a functional zero for individuals that are chronically homeless.”

“WHEREAS, the City of Columbia’s Analysis of Impediments to Fair housing Choice Report and City Council adoption of resolution R87-19 identifies providing housing and supportive services for individuals and families suffering from homelessness as a high priority for our community...”

In the past five years, the point-in-time count of homeless persons has ranged from 220 to 280 persons, both “sheltered” and “unsheltered.” (Missouri Balance of State, Boone County)

It should be noted that the current five-year Consolidated Plan was developed prior to the COVID-19 pandemic. The health emergency has increased community awareness and interest in prevention and resolution of homelessness.

The *City of Columbia Strategic Plan*, adopted in December 2020, includes a commitment to assist the homeless and prevent homelessness:

City of Columbia Strategic Plan

Strategic Priority Area: Safe Neighborhoods

Goal Statement: Equitably provide emergency services, crime and fire prevention, community risk reduction, emergency preparedness, public health and well-being, community policing and social services to ensure the city is considered safe for all residents and visitors while increasing public trust through accountable leadership.

Outcome Objective Two: Improve services to the City’s most vulnerable populations

Performance Measure: Achieve a functional zero level of unsheltered homelessness by winter of 2024-2025.

American Rescue Plan

The City has received a \$25 million allocation of Coronavirus State and Local Fiscal Recovery Funds, to be administered by the U.S. Department of the Treasury. As part of its initial deliberation of the uses of these funds, the City Council outlined four priority needs for the first tranche of approximately one-half of the \$25 million allocation: *homelessness*; mental health; workforce development; and community violence.

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

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
December 10, 2021	Close of written <i>Requests for Additional Information</i>
December 16, 2021	Written responses to <i>Requests for Additional Information</i> sent to all
January 7, 2022	Request for Proposal is due by 5:00 p.m. CST January 7, 2022
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. The proposal must be in sealed envelopes and marked in bold letters “RFP 57/2022 – Comprehensive Homeless Services Center Planning.”

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax 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 of Columbia. An Addendum to

this RFP providing the City of Columbia’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 December 10, 2021.

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 of Columbia 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 of Columbia 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 of Columbia’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 of Columbia, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

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

INCURRING COSTS:

The City of Columbia 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.

CONTRACT DOCUMENTS:

The final agreement between the City of Columbia and the offeror will include by reference:

- 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 of Columbia 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 Contract will become null and void, without penalty to the City of Columbia.

2. SCOPE OF SERVICES AND TECHNICAL SPECIFICATIONS

PERIOD OF SERVICE:

Contract Period: The original contract period shall be as stated in the agreement/contract or notice of award.

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

SCOPE OF SERVICES:

The contractor shall be expected to deliver a written plan for a comprehensive homeless services center. Based on the City's assessment of needs and best practices to date, the plan for the center must reflect the following profile of the envisioned center at a minimum:

Target Population

- Adults experiencing homelessness in the City of Columbia

Best Practices

- Plans should be guided by the community's housing first (<https://www.usich.gov/solutions/housing/housing-first/>) approach to addressing homelessness.
- All applicable programs and services must be provided as part of the Missouri Balance of State Continuum of Care and the Functional Zero Task Force coordinated entry process and using the Missouri Balance of State Continuum of Care Homeless Management Information System (HMIS).

Services and Facilities

1. Emergency Shelter
 - congregate type
 - minimum 75 beds
 - gender-separate sleeping areas
 - year-round operations are preferred; at minimum the shelter would be open December 1st-March 31st;
 - the intake policy should be "low-barrier" to provide shelter to individuals who may otherwise be deterred from staying in a shelter by admission requirements or a sense of feeling unwelcome.
2. Homeless Drop-In Center
 - operates year-round
 - preferably 7 days/week 7 a.m. - 4 p.m.; minimum Monday-Friday 7 a.m. – noon
 - must include restroom, showers, mail service, telephone, computer/internet access, and lockers for personal belongings
3. Meal Service (aka "soup kitchen")
 - evening meal at minimum
 - 7 days/week
4. Non-Congregate Transitional Housing
 - private sleeping rooms as part of a single facility or in scattered sites)
 - low barrier, but some requirements are permissible
 - supportive services required (case management at minimum)
5. Permanent Supportive Housing
 - individual, subsidized housing units
 - supportive services required (case management at minimum)
 - must demonstrate a funding mechanism (e.g. project-based vouchers)
6. Supportive Services

- At a minimum, case management must be provided in conjunction with other components of the center.
- Other desired services include, but are not limited to:
 - provision of basic needs items
 - homeless prevention and rapid re-housing (rent and utility assistance)
 - street outreach
 - mental health care, including substance use disorder treatment
 - health care
 - adult literacy
 - employment readiness and support
 - vocational training
 - peer support

DELIVERABLES:

The work product shall be an actionable plan for a comprehensive homeless services center to be located and operated in the City of Columbia, Missouri, per the technical specifications below.

In the manner and timeframe directed by the City, the contractor must submit a draft plan to the City for review. The contractor shall incorporate any feedback from the City regarding the draft plan in a final plan to be submitted to the City in the manner, format, and timeframe directed by the City.

TECHNICAL SPECIFICATIONS:

The work product shall be reflective of the comprehensive homeless services center profile outlined in the Scope of Services above, and consisting of the following components:

Strategic Plan

- Vision, mission, and goals
- Performance measures

Operations Plan

- Services to be provided
 - Within the center
 - Contracted services
- Partnerships
- Management structure
 - Governance, oversight
 - Board structure(s)
 - Representation
- On-site, day-to-day management
 - Facility management
 - Record-keeping and data management
- Staffing
 - Numbers of staff by functions (full-time equivalents)
 - Qualifications of staff
- Volunteer resources
- Policies and procedures
 - Intake qualifications
 - Reduction of harm protocols
 - Safety/security/emergency preparedness

- Phasing of operations, if applicable

Facilities Plan

- Conceptual building design
 - Programming of space
 - Floor plans
 - Prototype site plan
- Location analysis
 - Minimum site size
 - Proximity to public services and infrastructure
 - Relationship to neighborhoods and districts
 - Service territory: area, city-wide, city/county
 - List of potential sites
- Code analysis
 - Building, fire, and health codes
 - Zoning
- Preliminary estimates of development costs
 - Site acquisition/site control
 - Site development
 - Building construction
 - Soft costs
 - Finance costs
 - Legal
 - Design/permitting
- Development project management
- Estimated building operation costs
 - Utilities
 - Annual maintenance
 - Replacement reserves
- Phasing of facilities, if applicable

Financial plan

- Budgets
 - Capital
 - Operating
- Capital campaign/fundraising plan
- Grants, contracts, third party payer sources, and direct support for planned operations
 - Available funding
 - Timing
- Dedicated revenue
- In-kind or volunteer resources
 - Volunteer labor
 - Donated food, clothing, supplies
- Shared assets

Feasibility Study

Identify key capacities and, conversely, challenges or barriers to implementation, including but not limited to:

- Financial
- Regulatory barriers
- Organizational capacity
- Community acceptance

3. PROPOSAL SUBMISSION INFORMATION

SUBMISSION OF PROPOSALS:

On-line Proposal - If a registered offeror is responding electronically through the City of Columbia Bidding System website, 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 information.

The exhibits and forms 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, 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 of Columbia 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 information.

Recycled Products - The City of Columbia 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 a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Purchasing Division imaging system.

The scanned information will be available upon request from the Purchasing Division. 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 of Columbia 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 buyer 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 buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFP will be addressed via an addendum to the RFP. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFP opening date 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 Request for Proposal 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 Request for Proposal, 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, 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 Request for Proposal 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 of Columbia.

EVALUTION AND AWARD PROCESS:

After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) 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 shall be awarded to the lowest and best proposal.

Evaluation Criteria Scoring Category	Maximum Points
Offeror’s Experience, Expertise, and Capacity	25 points
Method of Performance	75 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 Offeror’s Experience, Expertise, and Capacity

Experience, expertise, and capacity of the offeror will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror’s experience, expertise, and capacity related to the requirements of this RFP on Exhibit A. 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 or partner.

As part of the evaluation process, the City of Columbia 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 of Columbia is not obligated to contact the offeror’s references.

Method of Performance

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

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 of Columbia reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

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 C, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit C must be submitted prior to an award of a contract.

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

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City of Columbia. 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)

The City of Columbia reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make an award without further discussion.

EXHIBIT A

OFFEROR INFORMATION

The offeror should use this Exhibit to provide information about the offeror’s organization and any proposed subcontractors. If the proposal is collaborative in nature, information should be provide for each partner organization.

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

2. Provide a description of the mission of the organization, goals and objectives of the organization.

3. Provide a summary of activities and programs of the organization.

4. What is the prior experience of the organization with this type of project?

5. If not already on file with the City of Columbia, attach the follow documents pertaining to the offeror’s organization, to the proposal:

- By-laws
- Articles of incorporation
- Organizational chart
- Governing board roster
- Current advisory board roster, as applicable
- IRS tax exempt status determination letter
- A current certificate of good standing for a Missouri nonprofit corporation
- Most recent financial statement and assurance completed within six months of the end of the applicant organization’s most recent fiscal year
- Most recently completed IRS 990 or 990 EZ (i.e. IRS Annual Tax Exempt form).

EXHIBIT B

METHOD OF PERFORMANCE

The offeror should use this Exhibit to present a written plan for performing the requirements specified in this Request for Proposal.

1. What is the history of the proposed planning project?

2. Please indicate which of the following services and facilities described in the Scope of Services are anticipated to be included in the proposed planning project:

<input type="checkbox"/>	Emergency Shelter
<input type="checkbox"/>	Homeless Drop-In Center
<input type="checkbox"/>	Meal Service (e.g. “soup kitchen”)
<input type="checkbox"/>	Non-Congregate Transitional Housing
<input type="checkbox"/>	Permanent Supportive Housing
<input type="checkbox"/>	Supportive Services

3. Provide titles, minimum qualifications, and salary ranges for **ALL** positions for which salaries will be charged, in whole or in part, to the proposed planning project.

FTE = Full Time Equivalent (i.e. Full-Time = 1.0 FTE, Half-Time = 0.5 FTE, etc.)
To determine FTE, divide the number of hours assigned to program services per year by 2080 (e.g. 1040/2080 = .5 FTE)

Salary = Wages + FICA (Social Security/Medicare)

POSITION OR TITLE (Do not use employee names.)	MINIMUM QUALIFICATIONS (B.A., Licensed, etc.)	FTEs	FULL-TIME SALARY RANGE (Wages, Social Security, and Medicare)	
			From	To

Describe how each position indicated above will be utilized in the proposed planning project and the rationale for the minimum qualifications and salary range for each of those positions.

4. Provide a detailed timeline for the proposed planning project.

5. Describe any partnerships or collaborations related to the proposed planning project. Please attach any applicable agreements, including MOUs and contracts.

6. Describe the public engagement strategy to be utilized as part of the proposed planning project.

7. Using the table below, provide detailed budget information for the proposed planning project.

PROJECT REVENUE	Proposed Amount	Total Budget Amount
Direct Support		
Heart of Missouri United Way		
Other United Ways		
Capital Campaigns		
Grants (non-governmental)		
Fund Raising & Other Direct Support		
Government Contracts		
Boone County		
Funding from Other Counties		
City of Columbia		
Funding from Other Cities		
Federal (Medicaid, Title III, etc.)		
State (Purchase of Services, Grants, etc.)		
Other (Schools, Courts, etc.)		
Investment Income (realized & unrealized)		
Other Revenue Items		
TOTAL PROJECT REVENUE		
PROJECT EXPENSES		
Personnel		
Salaries (Wages + FICA)		
Fringe		
Non-Personnel		
Travel/Mileage		
Supplies		
Printing and Publications		
Telephone/Internet		
Insurance		
Contractual Services and Professional Fees		
Dues		
Occupancy	Not Allowable	
Equipment	Not Allowable	
Other		
Total Proposed Project Expenses		
TOTAL PROJECT EXPENSES		

EXHIBIT C

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 of Columbia 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 D

MISCELLANEOUS INFORMATION

Employee/Conflict of Interest

<p>Offerors who are elected or appointed officials or employees of the City of Columbia 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 of Columbia or any political subdivision thereof, please provide the following information:</p>	
<p>Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:</p>	
<p>If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:</p>	
<p>Percentage of ownership interest in offeror’s organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:</p>	<p>_____ %</p>

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>
<p>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:</p>	