

1.0 INTRODUCTION

- 1.1 Jackson County, Missouri is seeking proposals for the Jackson County, Missouri Housing Resources Commission to provide 2025 Funding for **Homeless Services**
- 1.2 Jackson County, Missouri Request for Proposal No. 25-039 has a response deadline of **2:00 p.m., CT on November 18, 2025**.
- 1.3 Proposals must be submitted electronically through the Jackson County Bonfire Portal at <https://jacksongov.bonfirehub.com>. Proposals submitted by any other method will not be accepted.
- 1.4 A user fee of three (\$3.00) dollars is currently being charged and collected on all instruments recorded with the Jackson County, Missouri Recorder of Deeds, over and above any other fees required by law, as a condition precedent to the recording of the instrument. The funds resulting from the collection of this user fee are being used to provide financial assistance to agencies providing housing for the homeless.
- 1.5 Jackson County reserves the right to request clarifications on any bid.
- 1.6 The Jackson County, Missouri Housing Resources Commission has been designated by Section 9057 of the Jackson County Code, 1984, as the authority to administer the allocation and distribution of the funds to agencies, in the manner provided in Sections 67.1062 through 67.1071 of the Revised Statutes of Missouri.

2.0 QUESTION PROCEDURE

- 2.1 All Questions regarding this Request for Proposal shall be communicated electronically through the Jackson County Bonfire Portal via the Opportunity Q&A on the Request for Proposal.
- 2.2 All questions must be received in the Bonfire Portal **by 5:00 p.m., CT on November 11, 2025**.
- 2.3 All answers to questions will be published via Addenda/Amendment to the Request for Proposal on the Jackson County Bonfire Portal.
- 2.4 Respondents and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must follow this procedure. Bidders or their agents may not contact any other County staff regarding matters covered by this Request for Proposal during the solicitation and evaluation process. Inappropriate contact is grounds for REJECTION of the Bidder's submission.

3.0 BIDDING REQUIREMENTS

- 3.1 **MBE/WBE/VBE Goals**: Compliance with Chapter 6 of the Jackson County Code for Minority, Women and VETERAN Business Utilization may be required on this Request for Proposal. The **MBE/WBE/VBE Participation Affidavit** (Attachment C) must be filled out and returned with your response. If the MBE/WBE/VBE Participation Affidavit has goals assigned, the Recommended Awardee(s) will be required to submit a **List of Intended Subcontractors** (LIS) to the Compliance Review Office for approval before the final award.
- 3.2 **Compliance with Responsible Bidder's Ordinance**: Compliance with Jackson County, Missouri Ordinance No. 5825 for Responsible Bidders may be required for this bid. Responsible Bidders Affidavit (included with the Purchasing Forms) must be read, completed, notarized and included with your bid response. Failure to attach the notarized form with your bid response may result in the **REJECTION OF YOUR BID**.
- 3.3 **Document Submittal**: All documents listed herein the Required Submittal (Section 8.0) shall be submitted individually per the required document. Please do not submit bulk PDF documents of all the required documents for each individually required document.
- 3.4 If bid documents are obtained by the Respondent from a source other than Bonfire, it will be the Respondent's responsibility to verify all pertinent information (i.e. Response deadline, question deadline, Intent to Bid deadline, Addendums) in the Bonfire Portal.

- 3.5 Bonfire will only notify the Respondent(s) of questions answered and addendums issued if they have obtained this Request for Proposal through Bonfire.

4.0 AWARD REQUIREMENTS

4.1 Requirements for Agencies to be eligible for funding:

- 4.1.1 Be incorporated or authorized to do business in the State of Missouri as a non-profit corporation.
- 4.1.2 Have trustees who represent the racial, ethnic, and socioeconomic diversity of the community to be served, at least one of whom must possess experience in confronting or mitigating the problems of the homeless.
- 4.1.3 Receive at least twenty-five percent (25%) of its funds from sources other than funds distributed pursuant to Section 67.1067 RSMo. The other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personnel service.
- 4.1.4 Require individuals employed by/or volunteering services to the agency to maintain the confidentiality of any information that would identify individuals served by the agency.
- 4.1.5 Offer or propose to offer services specifically to homeless or near-homeless persons who are residents of Jackson County, Missouri.
- 4.1.6 Offer or propose to offer the broadest range of housing-related services to persons in the community served, including:
 - 4.1.6.1 Emergency short-term and long-term shelter for the homeless;
 - 4.1.6.2 Coordination of existing community services;
 - 4.1.6.3 Projects to encourage self-sufficiency of participants and facilitate transition from dependency on subsidized housing.

4.2 Reports to be made by Agencies receiving funds:

- 4.2.1 An Agency that receives funds awarded under this Request for Proposal shall file an Annual Report with the Jackson County, Missouri Housing Resources Commission during the year in which the funds shall be received.
 - 4.2.2 The final Quarterly Report shall include the statistics on the number of persons served by the Agency and shall include the results of an independent audit of expenditures of funds received by the Agency pursuant to the provisions of Section 67.1062 through 67.1071 of the Revised Statutes of Missouri.
 - 4.2.3 No information in the report shall identify any person served by the Agency or enable any person to determine the identity of any such person.
- 4.3 Any Agency that receives funds awarded under this Request for Proposal shall allow the Jackson County, Missouri Housing Resources Commission's representatives and/or the County's authorized representative, to inspect and examine the Agency's premises and/or records which relate to the performance of the contract at any time during the period of the contract.
- 4.4 Only one Program per Response will be funded.
- 4.5 All Respondent's must identify in their proposal any other funding received from Jackson County, Missouri.

5.0 SCOPE OF SERVICES

- 5.1 Definitions: as used in this Request for Proposal, unless the context clearly requires otherwise, the following words mean:
 - 5.1.1 Agency: An entity which provides housing-related assistance to the homeless population of Jackson County, Missouri.
 - 5.1.2 Homeless: An involuntary state characterized by a lack of housing or shelter.
 - 5.1.3 Bed Nights: An actual overnight stay which includes all of the resources needed to provide this service. This includes, but is not limited to lights, gas, water, food, linens, soap, etc. \$50 per individual and \$100 per family.
 - 5.1.4 Case Management: A procedure to plan, seek and monitor services from a variety of agencies and staff on behalf of a client, coordination or services, advocating for a client. Also does referrals.
 - 5.1.5 Counseling: A procedure often used by clinical social workers and other professionals from various disciplines in guiding individuals, families, etc. by such activities as giving advice, delineating alternatives, helping to articulate goals and providing needed information.
 - 5.1.6 Emergency Shelter: Immediate, temporary housing.
 - 5.1.7 Mortgage/Rent Payment: Payment made on money borrowed on property or used to pay monthly rental on an individual's/family's residence.
 - 5.1.8 Transitional Living: A residence program for people returning from some form of institutional living or homelessness to a relatively independent home in a community. These are usually short term.
 - 5.1.9 Other – Food/Clothing etc.: Discretionary funds used by Case Manager for food or clothing item(s) to assist with the prevention of homelessness. Such disbursement shall be consistent with County funding guidelines and must be approved by Housing Resources Commission Board. Please submit letter or statement on company letterhead to explain the use of the “other” category.
- 5.2 Allowable Costs:
 - 5.2.1 Bed Nights
 - 5.2.2 Contractual Payments (including rent and mortgage payments on behalf of clients). Clients must present a demand letter from lender or landlord on company letterhead.
 - 5.2.3 Fringe Benefits (i.e. health insurance and FICA – limited to 20% of salary for Case Manager).
 - 5.2.4 Salaries (for Case Manager only). Include job description and pay rate.
 - 5.2.5 Utilities: Payment made on behalf of client to prevent homelessness; client must provide a payment demand notice on company letterhead.
 - 5.2.6 Other: Food/Clothing must be approved by Housing Resources Commission Board.
- 5.3 Examples of properly allowable costs:
 - 5.3.1 Salaries
 - 5.3.2 Fringe benefits
 - 5.3.3 Rent or lease of real estate and capital equipment
 - 5.3.4 Contractual payments: including rent, utilities, insurance and mortgage payments on behalf of clients
 - 5.3.5 Expendable supplies including typical office and cleaning supplies

- 5.3.6 Building materials, including paint, drywall, lumber, roofing materials, plumbing and electrical supplies, fasteners, and any other materials which lose their individual character when incorporated in a greater whole.
- 5.4 Non-Allowable costs:
 - 5.4.1 Building materials do not include appliances, lighting, fixtures, or similar capital equipment which retains its individual character.
 - 5.4.2 Due to the restrictions imposed by the Missouri constitution, public funds, including Jackson County, Missouri Housing Resources Commission Funds and Outside Agency Funds may not be used to purchase land, buildings or capital equipment.
 - 5.4.3 Examples of capital equipment that MAY NOT be purchased with County funds include computers, appliances, DVD players and recorders, televisions, automobiles, fixtures and drug testing.
- 5.5 Distribution of payments made by the County to all contracting agencies will be made quarterly after receipt by the County of invoices and an interim report from the agencies.
- 5.6 Areas of Focus for 2025 Homelessness:
 - 5.6.1 Transitional living
 - 5.6.1.1 Bed Nights
 - 5.6.1.2 Youth Services
 - 5.6.1.3 Women and Children
 - 5.6.1.4 Men/Alcohol and Drug Abuse
 - 5.6.1.5 Domestic Violence
 - 5.6.2 Emergency assistance
 - 5.6.2.1 Utility Assistance
 - 5.6.2.2 Food Assistance
 - 5.6.2.3 Rental Assistance
 - 5.6.2.4 Mortgage Assistance
 - 5.6.3 Prevention
 - 5.6.3.1 Taxes and Foreclosures
 - 5.6.3.2 Mortgage Assistance
 - 5.6.4 Foster Care
 - 5.6.4.1 Youth Transition to Permanent Housing
 - 5.6.4.2 Education and Employment
- 5.7 Funding Amounts:
 - 5.7.1 Minimum Amount: \$5,000
 - 5.7.2 Maximum Amount: \$25,000

6.0 PROPOSAL FORMAT

- 6.1 Proposal shall be on letterhead or plain paper and uploaded to Bonfire with Purchasing Forms (Attachment B) and shall consist of the following and organized in the following manner:

6.1.1 2025 Program Application

6.1.1.1 Cover Page

6.1.1.1.1 Agency Name, Address, Phone Number, Website, Principal Contact and Email Address, Amount Requested, New or Previously Funded and Program Classification.

6.1.1.2 Agency Revenue Information

6.1.1.2.1 List Funding Sources; Cash Reserves and list all Jackson County, Missouri funding received in 2024. List partnerships with other Jackson County, Missouri homeless service agencies.

6.1.1.3 2024 Program Budget Request – list direct and indirect costs

6.1.1.4 2024 Program Description

6.1.1.5 2024 Program Target Population

6.1.1.6 2024 Program Outcomes

6.1.1.7 Agency Information

6.1.1.7.1 Board of Directors

6.1.1.7.2 Administrators

6.1.2 2025 Compliance Items

6.1.2.1 Certificate of Compliance issued through Jackson County, Missouri Compliance Review Office – see Attachment A

6.1.2.2 2024 IRS 990

6.1.2.3 2024 Audited Financial Statement

6.1.2.4 IRS Form W-9

6.1.2.5 Current Certificate of Liability Insurance – see Attachment A

6.1.2.6 Attachment B – Purchasing Forms – filled out and signed

6.2 Expenses and costs incurred in the preparation of proposals in response to this Request for Proposal are the sole responsibility of the Respondent and shall not be reimbursed by Jackson County, Missouri.

6.3 All proposals submitted in response to this Request for Proposal become the property of Jackson County, Missouri and will not be returned.

7.0 CONTRACT NEGOTIATIONS

7.1 Upon the selection of the successful Proposals, a Contract incorporating the General Conditions, Scope of Services and the provisions of this Request for Proposal and acceptable to both parties will be prepared and executed by both parties. Should the parties, within a reasonable time frame, as determined by Jackson County, Missouri fail to develop and execute a mutually agreed upon Contract, and upon a three- business day notification to the selected Respondent, the County may reject the proposal and proceed to award the Contract to the next “best” respondent.

- 7.2 Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until a Contract has been awarded, or all proposals rejected.
- 7.3 In no event shall the following be considered confidential or exempt from the Missouri Sunshine Law:
- 7.3.1 Respondent's entire proposal;
 - 7.3.2 Respondent's pricing;
 - 7.3.3 Respondent's proposed method of performance, including schedule of events and/or deliverables;
 - 7.3.4 Respondent's experience information including customer lists or references;
 - 7.3.5 Respondent's product specifications unless specifications disclose scientific and technological innovations in which the owner has a proprietary interest.
- 7.4 The County generally does not use standard contract forms which may be provided by the Respondent. The Contract used by the County will include both the Request for Proposal and the Respondent's proposal. In the event that a conflict in language exists between the Request for Proposal and the Respondent's proposal, the provisions of the Request for Proposal shall govern. The Respondent shall list any and all exceptions as instructed under General Conditions, Item Number Four of this Request for Proposal. Please note that the Respondent's proposal is subject to rejection if Exceptions to the County's General Conditions, Scope of Services and/or forms included in the Request for Proposal are requested.
- 7.5 Respondent must agree to the following standard provisions:
- 7.5.1 Indemnification: Respondent agrees, to the fullest extent permitted by law, to indemnify and hold the County harmless from damages and losses arising from the negligent acts, errors, or omissions of the Respondent in the performance of work under this Contract, to the extent that Respondent responsible for such damages and losses on a comparative basis of fault and responsibility between Respondent and the County. Respondents are not obligated to indemnify the County for the County's own negligence. Respondent's obligations under this section shall be limited to the coverage and limits of insurance that the Respondent is required to procure and maintain under the Contract. Insurance shall be procured and maintained by Respondent as described in Exhibit A of this Request for Proposal. Respondent shall file a Certificate of Insurance with the Jackson County Purchasing Department in the form described in Exhibit A within the time frame also described in the Exhibit.
 - 7.5.2 Independent Contractor: Respondent acknowledges and agrees that all County information and records are confidential and will not be disclosed or made available to anyone outside the County organization unless authorized to do so in writing by the County.
 - 7.5.3 Complete Agreement: Parties agree that this Contract together with the Jackson County, Missouri Request for Proposals No. 25-039 and the Respondent's response thereto constitute the complete and exclusive agreement between the parties which supersedes all prior understandings or agreements, oral or written, and all other communication between parties relating to the subject matter of this Contract.
 - 7.5.4 Notices: Any notice which either party shall be required by this Contract to give each other shall be in writing and delivered by mail addressed to the respective parties as follows, or to such other addresses, as the respective parties may designate from time to time.

County: Jackson County, Missouri
415 East 12th Street, Room 105
Kansas City, Missouri 64106

Respondent: _____

8.0 EVALUATION PROCESS

- 8.1 All proposals received that are responsive to the General Conditions, Scope of Services, Proposal Format, and other provisions of this Request for Proposal will be evaluated.
- 8.2 The Jackson County, Missouri Housing Resources Commission will review submitted proposals to ensure the following:
 - 8.2.1 Proposals must meet the requirements of Section 67.1062 through 67.1071 of the Revised Statutes of Missouri.
 - 8.2.2 Proposals must meet the requirements in this Request for Proposal.
- 8.3 Proposals will be evaluated to determine those which effectively demonstrate the most cost-effective delivery of services.
- 8.4 Preference will be given to those proposals which:
 - 8.4.1 Respondents receiving greater than twenty-five (25%) of their proposed program funding from sources other than funds distributed pursuant to Section 67.1067 Revised Statutes of Missouri;
 - 8.4.2 That provides access to emergency shelter;
 - 8.4.3 That provides innovative ways to provide additional emergency shelter beyond the population served currently;
 - 8.4.4 That provides innovative plans to involve private sector in strategic planning collaboration;
 - 8.4.5 Display a willingness to work in conjunction with other social service agencies to combat homelessness.
- 8.5 The Jackson County, Missouri Housing Resources Commission will evaluate and make recommendations, and its decision shall be final.

7.0 ATTACHMENTS

- 7.1 Forms – Purchasing Forms to be downloaded, filled out and ready prior to submitting your bid:
 - 7.1.1 Affidavit
 - 7.1.2 Certificate of Compliance
 - 7.1.3 Certificate of Compliance Notice
 - 7.1.4 General Terms and Conditions

8.0 REQUIRED SUBMITTALS

- 8.1 The following information and/or forms **MUST** be submitted with your response to this Request for Proposal:
 - 8.1.1 Proposal
 - 8.1.2 Certificate of Compliance
 - 8.1.3 Affidavit
 - 8.1.4 Insurance Requirements
- 8.2 Failure to include any of the items listed in this Section may result in the **REJECTION** of your submitted bid.