



# Request for Proposal

To Develop a Five-Year Strategic Affordable  
Housing Plan for the State of Missouri

**SHAREFILE LINK REQUEST DEADLINE:**

Wednesday, January 10, 2024

**SUBMISSION DEADLINE:**

Due no later than 2:00 p.m. on Monday, January 15, 2024

**ALL RESPONSES MUST BE UPLOADED TO REQUESTED SHAREFILE LINK**

## I. Introduction

The Missouri Housing Development Commission (“MHDC” or the “Commission”) is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Section 215.030 RSMo.

MHDC is the state Housing Finance Agency (HFA) for Missouri. HFAs are state-chartered authorities established to help meet the affordable housing needs of the residents of their states. Although they vary widely in characteristics such as their relationship to state government, most HFAs are independent entities that operate under the direction of a Board of directors appointed by each state’s governor. HFAs administer a wide range of affordable housing and community development programs. At the center of HFA activity is typically a combination of the administration of federally authorized programs that include housing bonds, the federal Low-Income Housing Tax Credit, and the HOME Investment Partnership (HOME) Program. The National Council of State Housing Finance Agencies (NCSHA) is the membership and resource organization for all HFAs.

In Missouri, MHDC is a quasi-governmental state agency operating under the umbrella of the Department of Economic Development (DED) and administers all federal programs listed above in addition to other housing-related programs and initiatives. MHDC regularly engages in strategic planning and housing studies to inform its work.

In 2020, MHDC released a Five-Year Strategic Plan for Affordable Housing for the state of Missouri. The intended purpose of the plan was to provide a basis for informed action in addressing the need for affordable housing throughout the state of Missouri. The plan recommended five affordable housing strategic priorities based on a quantitative analysis of Missouri’s most urgent housing needs and extensive stakeholder input. Each year, MHDC prepares an annual update to the Five-Year Strategic Plan to inform its resource allocation. The Five-Year Strategic Plan and its annual updates have largely focused on the supply side of MHDC’s mission of creating affordable housing through its rental production department and its annual Qualified Allocation Plan (QAP). This Five-Year Plan and the latest update are available on MHDC’s website at: <https://mhdc.com/partners/five-year-strategic-plan/>.

In addition, MHDC has worked with Continua of Care (CoC) across the state to release a comprehensive Missouri Homeless Study every other year. The homeless study provides a statewide perspective to inform its work. MHDC works with every CoC to share and aggregate data that would otherwise remain local. The last five Missouri homeless studies are available to the public on MHDC’s website at: <https://mhdc.com/partners/missouri-homeless-studies/>.

The purpose of this Request for Proposal “RFP” is to obtain Proposals from qualified individuals/entities (“Respondent(s)”) to provide research, consulting services, and development of a strategic plan for affordable housing throughout the state of Missouri (the “State”) for a period of five (5) years commencing from the date the plan is completed. MHDC desires to expand the scope of its existing Five-Year Strategic plan to evaluate and develop strategies to inform all areas of its work.

## II. Terms and Conditions Governing this RFP

### A. Definitions

- 1. AMI**  
Area median gross income, adjusted for family size.
- 2. Best Value Contracting**  
The award of a contract to one or more qualified Respondents is based not solely on the lowest price, but rather on an analysis of multiple factors, including but not limited to price, quality of work, capacity, experience, and references.
- 3. Commission**  
MHDC's Board of Commissioners.
- 4. Cost Burdened Households**  
Households paying more than 30 percent of their income for housing.
- 5. Final Contract**  
Any contract ultimately negotiated and entered into by and between MHDC and a successful Respondent pursuant to an award under this RFP.
- 6. Finalization Date**  
The date when the Five-Year Strategic Affordable Housing Plan is approved by MHDC's Board and posted publicly in its final form.
- 7. Five-Year Strategic Affordable Housing Plan**  
The strategic plan requested to be developed under this RFP for publication in January, 2025.
- 8. HUD**  
The United States Department of Housing and Urban Development.
- 9. MHDC**  
The Missouri Housing Development Commission.
- 10. Proposal**  
Proposal refers to the complete response, including any exhibits or attachments, submitted by a Respondent in response to this RFP.
- 11. Quality Affordable Housing**  
Rental housing that is decent, safe, sanitary, and in good repair and for which the occupant(s) pays no more than 30 percent of household income for gross housing costs, including utilities.
- 12. Respondent**  
Respondent refers to any individual or entity submitting a response to this RFP.
- 13. RFP**  
This Request for Proposal.
- 14. Scope of Work**  
Scope of Work refers to the instructions and requirements stated in this RFP or portions thereof and any additional supplementary instructions that are developed, published, or distributed in connection with this RFP.

### **15. Standards of Conduct**

The Standards of Conduct adopted by the Commission on July 31, 2009, and revised on April 29, 2016, a copy of which is available on MHDC’s website at <https://mhdc.com/about-us/policies/> as may be further modified by the Commission.

### **16. State**

The State of Missouri.

### **17. Vulnerable Populations**

A person who is (a) homeless, as defined by HUD, including survivors of domestic violence and human or sex trafficking; or (b) youth transitioning from foster care.

### **18. Will, Must, and Shall**

The use of the terms “must”, “will”, and “shall” indicate mandatory items and instructions with which Respondents are required to comply.

## **B. Standards of Conduct**

This RFP is considered a “Competitive Matter” as that term is defined in the Standards of Conduct. Further, every Respondent, including, but not limited to, their respective principals, key employees, and agents acting on their behalf are considered “Interested Parties” (as defined in the Standards of Conduct). As a result, all Interested Parties under this RFP are obligated to abide by the rules and restrictions imposed by the Standards of Conduct, including the policies governing contact with Commissioners and MHDC employees and the policies regulating the actions of employees, commissioners, and former employees or commissioners. The failure of any Interested Party to abide by the rules and restrictions established by the Standards of Conduct may result in the disqualification of the Respondent’s Response. Therefore, Respondents are strongly encouraged to review and ensure compliance with the Standards of Conduct. As provided in MHDC’s Standards of Conduct, once the RFP is submitted and the deadline has passed, the proposer is an “interested party” in the “disclosure period” and subject to disclosure protocol. The disclosure period extends until seven days prior to a scheduled MHDC decision on the RFP, which is when the “quiet period” begins. Interested parties are prohibited from contacting commissioners and staff members during the quiet period.

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity, and/or entities having ownership interests in the Respondent entity. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers that may be present for any disclosed entity. Notwithstanding the previous sentence, to the extent any Respondent under this RFP is a publicly traded corporation, such a Respondent may limit this disclosure to all board members, officers (and other key employees), and any shareholders owning or controlling ten percent or more of the corporation. Questions regarding this requirement or any other requirements or restrictions imposed by the Standards of Conduct may be directed to the Commission’s General Counsel, Anne Powell, by phone at 314-877-1373 or email at [APowell@mhdc.com](mailto:APowell@mhdc.com).

## **C. Public Records Disclaimer**

MHDC is subject to Missouri Sunshine Law (RSMo Chapter 610) and is required to disclose public records. Upon conclusion of the RFP process and selection of one or more Respondent(s) in connection with this RFP, all Proposals shall become public record and may be published or otherwise distributed to any individual or entity. No Proposal or associated documentation will be returned to the Respondent(s).

## D. Advertising and Publicity

Respondents may not issue any news release or otherwise seek publicity regarding this RFP. No Respondent shall use the name or logo of MHDC or any adaptation, extension, or abbreviation of such name for advertising, trade display, or other commercial purposes except as specifically approved by MHDC in writing.

## E. Costs and Liability

This RFP does not commit or obligate MHDC to enter into any negotiations, contractual agreement or Final Contract with any Respondent. Each Respondent will be responsible for costs incurred in the preparation of its Proposal. MHDC reserves the right to accept or reject any or all Proposals or offers made in response to this RFP.

## F. Rights of MHDC

MHDC reserves and may exercise one or more of the following rights and options regarding this RFP:

1. Reject any and all Proposals.
2. Seek additional Proposals.
3. Seek clarification or additional information in connection with any Proposal.
4. Select one or more Respondents based on Best Value Contracting.
5. Enter negotiations with any Respondent.
6. Enter into a Final Contract with the successful Respondent or enter into multiple Final Contracts with multiple Respondents.
7. Choose not to award any contract under this RFP.
8. Add to, delete, modify, reduce, or enlarge this RFP, including any specifications and/or the Scope of Work, or terms or conditions.
9. Modify the terms and conditions of any proposed or executed contract awarded pursuant to this RFP.
10. Cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
11. Conduct credit checks and investigations as to the qualifications of each Respondent at any time prior to the award of a contract.
12. Extend deadlines or otherwise modify the required schedule in its sole discretion.

## G. RFP Revisions

In the event MHDC deems it necessary or appropriate to revise or clarify the terms or provisions of this RFP, any such revisions or clarifications will be issued in the form of an addendum. Any such addendum issued by MHDC will also be posted on our website at: <https://mhdc.com/about-us/request-for-proposals-rfp/>.

## H. Independent and Unbiased Research

All research and work performed hereunder must be done in an independent and unbiased manner. Entities or parties having business, personal, or social ties to affordable housing will not be precluded

from submitting a Proposal in response to this RFP, but all Proposals must be unbiased toward any special interest group, housing variable category, or population demographic. Any connection to a specific group must be disclosed in the Proposal.

## **I. Other Legal Conditions**

### **Contractual Arrangement**

By virtue of its signed Proposal to the RFP, the Respondent agrees that in the event it is selected to develop the Five-Year Strategic Affordable Housing Plan for MHDC pursuant to the RFP, it will enter good faith negotiations in pursuit of an acceptable Final Contract. MHDC, at its sole discretion, may incorporate all terms and conditions included in this RFP, the Proposal, and any additional provisions required by MHDC into the Final Contract. Any Respondent selected to proceed toward a Final Contract with MHDC will be required to include in the Final Contract, provisions that address issues of liability, indemnification, insurance, payment terms, and such other terms and conditions as are customary for agreements that address the subject matter of this RFP.

Each Respondent must conspicuously state in its Proposal its inability or unwillingness to accept any of the provisions, terms, or conditions in this RFP and must include in its Proposal the reason(s) for any such exceptions. The Final Contract shall become effective on the date it is fully executed by MHDC and the successful Respondent(s). The Final Contract and any extensions or modifications thereof shall remain in full force and effect until completion of the Scope of Work and approval of the same by MHDC unless otherwise terminated pursuant to the terms of the Final Contract.

MHDC and Respondent may, at any time after a selection is made under this RFP and before the Scope of Work is completed, agree to extend or expand the requirements for the Five-Year Strategic Affordable Housing Plan under the Final Contract to include additional services or duties, and/or to provide additional time to complete the Scope of Work, provided that all such amendments to the Final Contract must be agreed to in writing by both MHDC and Respondent.

### **Notice Regarding Distribution of Questions and Answers**

NOTICE: For transparency and to prevent any real or perceived unfair advantage, all questions or requests for additional information must be submitted to MHDC in writing by January 5, 2024. All questions or requests for additional information regarding this RFP and the corresponding answers will be published on MHDC's website at: <https://mhdc.com/about-us/request-for-proposals-rfp/> or otherwise made available to all Respondents.

### **Interviews, Discussions, and Negotiations**

A Proposal, including any proposed personnel and any required Proposal documents, may be subject to negotiation by MHDC at any time. MHDC may interview none, one, some, or all Respondents who submit a Proposal. RFP responses may be evaluated, and the award of a Final Contract may be granted with or without discussions and/or negotiations with Respondents. MHDC reserves the right to request additional information from any or all Respondents. Negotiations by MHDC will not be deemed a counteroffer or a rejection of any Proposal.

### **Waivers**

MHDC may waive requirements when in the best interest of MHDC to grant a waiver. Any such waiver will be granted to all Respondents who are awarded a Final Contract.

## III. Instructions to Respondent

### A. Proposal Submissions

#### **Number of Copies, Media, Cover Letter, Delivery Instructions, Point of Contact**

In the interest of time and efficiency, the Proposal must be submitted electronically. Respondents must request a secure ShareFile upload link by sending a request to Hannah Mitchell at [Hannah.mitchell@mhdc.com](mailto:Hannah.mitchell@mhdc.com) to upload and submit their Proposal no later than **Wednesday, January 10, 2024**. Each Respondent must submit one electronic copy of its Proposal via the ShareFile link provided, in PDF format, where the text of the entire document is searchable. Exhibits may be submitted in PDF or Microsoft Excel format. In addition, each Respondent must provide a cover letter to its Proposal containing:

1. Respondent's name and address.
2. Address, email, and direct telephone contact for the Respondent's primary contact for purposes of any questions MHDC may have of the Respondent, and
3. A summary of the Respondent's price proposal and timeline for performing the Scope of Work.

Proposals must be completely uploaded to the provided link no later than **Monday, January 15, 2024, at 2:00 p.m. Central**. MHDC is not responsible for failure of timely electronic delivery due to interruption of service. Proposals must be received by MHDC by the deadline. Proposals must be submitted as outlined herein.

#### **Submission Questions**

All questions and requests for additional information must be submitted in writing via email and should include a subject line of "Five-Year Affordable Housing Plan RFP Inquiry" to Hannah Mitchell at [Hannah.mitchell@mhdc.com](mailto:Hannah.mitchell@mhdc.com) by **January 5, 2024**. NOTICE: To promote transparency and fairness, no verbal questions will be answered. All questions and inquiries must be in writing. Should MHDC determine that additional time is needed to provide responses to questions, all interested bidders who provide an email address will be notified.

#### **Deadline for Submission of Proposal**

Respondents must request a secure ShareFile upload link by sending a request to Hannah Mitchell at [Hannah.mitchell@mhdc.com](mailto:Hannah.mitchell@mhdc.com) to upload and submit their Proposal no later than **Wednesday, January 10, 2024**. Each Proposal submitted via the ShareFile Link provided must be clearly marked "Five-Year Strategic Housing Plan RFP Proposal" and must be received by MHDC no later than **2:00 p.m. Central Time on January 15, 2024**. Proposals received after 2:00 p.m. Central Time on January 15, 2024, will be deemed ineligible and will not be accepted. No Respondent may modify or correct its Proposal at any time after the Proposal Due Date, except in direct response to a request from MHDC.

#### **Extensions of Proposal Deadlines**

In the event the Proposal due date is extended or modified, the new date will be published on MHDC's website at: <https://mhdc.com/about-us/request-for-proposals-rfp/> .

#### Anticipated RFP Timeline

- Final date for submission of requests for additional information: **January 5, 2024.**
- Deadline to Request ShareFile Link by emailing [Hannah.mitchell@mhdc.com](mailto:Hannah.mitchell@mhdc.com): **January 10, 2024.**
- Proposal Due Date (ShareFile upload): **Monday, January 15, 2024, at 2:00 Central Time.**
- Publication of MHDC Selection: **February 2024** or as soon thereafter as possible.

## IV. Proposal Preparation

### A. Mandatory Proposal Sections

The Proposal shall include, at a minimum, the following mandatory, separate sections:

- Cover Letter.
- Certification Letter.
- Executive Summary and Conclusions.
- Plan for Developing a Five-Year Strategic Affordable Housing Plan based on Scope of Work and Additional Proposal Information and Exhibits requested.
- Qualifications and Experience.
- References.
- Price Proposal and Estimated Time to Complete.
- Proposal of Terms, Conditions, and Other Requirements.

Respondents are invited to include additional information on sections in the Proposal that they feel would assist MHDC in the evaluation of the Proposal.

### B. Scope of Work

MHDC is seeking Respondents to identify the demand for affordable rental housing, assess the supply or availability of Quality Affordable Housing, and identify gaps between supply and demand, including an in-depth analysis of the gaps related to various categories as described herein and above. The Respondent will create a Five-Year Strategic Affordable Housing Plan that will include data, the results of data analyses, and strategies to address those deficiencies. Specifically, regarding data and analysis, MHDC is seeking quantifiable data analyses presented in such a manner that investigates multiple cross-section categories of housing gaps or deficiencies for the purpose of identifying the greatest gaps. MHDC is seeking strategies to address the task of reducing housing deficiencies over a five-year period by incorporating the best and highest use of limited funding resources currently administered by MHDC. Additionally, the analyses may be used to identify gaps that may be addressed by potential future funding sources that may be administered by MHDC, in consultation with MHDC staff.

MHDC is seeking Respondents to identify the demand for affordable housing for the state of Missouri in the following **populations**:

- Low-to-moderate income renters, within the income range up to 100 percent AMI; and
- Low-to-moderate income homeowners and potential homeowners, with income range up to 140 percent AMI.



Additionally, MHDC is seeking analyses of the needs and gaps that currently exist in the subsidy areas listed below among the above renter and homeowner populations, and the development of a Five-Year Strategic Affordable Housing Plan identifying the highest and best use of existing MHDC resources in addressing these **needs and gaps**:

- Demand-side Affordable Rental Housing Subsidy.
- Demand-side Affordable Homeownership.
- Supply-side Affordable Rental Housing.
- Supply-side Affordable Homeownership.

The Five-Year Strategic Affordable Housing Plan must include **comprehensive data for each county throughout the state of Missouri**, that includes, but is not limited to the following variables:

- Demographic information for homeless and renter households by geographic location, at a minimum of a county level, up to 100 percent AMI by household size. Demographic information for homeowners and potential homeowner households by geographic location, at a minimum of a county level, up to 140 percent AMI by household size. Household income displayed at or below 30, 50, 60, 80, 100 and 140 percent AMI by household size.
- Population and demographic information for renter and homeowner populations, by geographic area as identified above for the following sub-populations (at minimum): Veterans, Seniors, Disabled, and Vulnerable Populations, including homelessness and families.
- Needs and gaps for renter and homeowner populations, by geographic area as identified above.
- Workforce housing needs in the state of Missouri.
- Poverty and unemployment rates.
- Cost Burdened Households.
- Unique circumstances such as communities recovering from recent disasters, unique seasonal or cyclical employment characteristics, high rates of mortgage foreclosure and neighborhood decline, or communities experiencing gentrification.
- Proactive efficiencies such as areas with large projected future job growth needing workforce housing.
- New construction vs. rehabilitation needs.
- Characteristics of existing rental housing stock, including market vs. affordable units and rent patterns.
- Characteristics of existing single-family housing stock.

In addition to the data and analyses listed above, the Respondent must compile data related to homelessness in the state of Missouri. This data is gathered from each of the eight CoCs across the state and is updated annually, and the Respondent must collaborate with each of the CoC Lead Agencies to collect the data necessary for completing the analysis. Such variables include, but are not limited to:

- Demographic information for individuals experiencing homelessness in Missouri, including gender, race, ethnicity, subpopulation, and family type.
- HUD System Performance Measures.
- Housing inventory count by housing type.
- Utilization by housing type, by demographic variables identified above.
- Prior living situation of individuals experiencing homelessness.

During research and development of the Five-Year Strategic Affordable Housing Plan, the Respondent must seek **public input** from public and private organizations, business stakeholders, service providers, and/or citizens of Missouri. Respondent's Proposal should include details regarding the populations or organizations from whom input will be sought as well as the method of obtaining such input.

The final Five-Year Strategic Affordable Housing Plan provided to MHDC should be designed to provide MHDC with clear, accurate, and concise data together with **conclusions and opportunities** that will allow MHDC to proceed with the development of Quality Affordable Housing that will strengthen communities and the lives of Missourians through the financing, development, and preservation of affordable housing.

#### Additional Expectations and Deliverables:

- Develop and provide companion Tableau dashboards, or similar dynamic data visualizations; or provide datasets to MHDC staff for development of Tableau dashboards, or similar dynamic data visualizations.
- All data referenced above must be collected and provided to MHDC no later than August 1, 2024, for the initial publication of the Strategic Plan.
- Provide methodology of data analyses.
- Solicitation of public input by key stakeholders.
  - Facilitate a minimum of six in-person focus groups or listening sessions throughout the state of Missouri and two virtual focus groups or listening sessions.
- Present one virtual summary presentation to the public and/or stakeholders on the finally completed Five-Year Strategic Affordable Housing Plan.
- Present one in-person summary presentation to MHDC's Board of Commissioners on the finally completed Five-Year Strategic Affordable Housing Plan.
- Provide four subsequent annual updates to the Five-Year Strategic Affordable Housing Plan, which will include:
  - Updated data.
  - Updated Five-Year Strategic Affordable Housing Plan goals based on updated data and information.
  - Updated datasets for the update of Tableau dashboards; or similar dynamic data visualizations.

The Respondent must provide a timeline detailing when major tasks or services pursuant to this RFP will be completed. All tasks and services must be performed, and the Final Five-Year Strategic Affordable Housing Plan must be finalized no later than the Finalization Date of January 31, 2025. Presentations to the public of the final Five-Year Strategic Affordable Housing Plan may occur after the Finalization Date.

## C. Additional Proposal Information & Exhibits

Respondents, in responding to this RFP, must provide clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

#### **Location and Personnel**

Provide the name, address, telephone number, and email address of the Respondent. Identify a primary

contact person regarding the response and the proposed project manager for the engagement. Identify all individuals anticipated to be involved in the preparation of the Five-Year Strategic Affordable Housing Plan and the role each is expected to fill. Provide resumes for everyone so identified and/or a summary of everyone's qualifications to perform the work in question. To the extent students or third parties will be utilized in preparing the Five-Year Strategic Affordable Housing Plan, describe their roles and anticipated involvement.

### **Organizational Overview and Documentation**

Provide an overview of the Respondent's business entity, including legal structure, full legal name, and the state in which the organization resides, as well as status as a veteran, minority, or women-owned business. Provide documentation on the Respondent's business entity, including organizational documents, federal employer identification number, and evidence of the Respondent's good standing with the state.

### **Economic Impact on Missouri**

The Respondent must provide information and data concerning the economic impact of any contract entered into pursuant to this RFP. At a minimum, the Respondent must provide:

- A description of proposed services that will be performed and/or the proposed products that will be provided by Missourians.
- A description of the economic impact returned to the state of Missouri through tax revenue obligations and otherwise.
- A description of the Respondent's economic presence within the state of Missouri, including Missouri employee statistics.

### **Unbiased and Independent Work Statement**

Provide disclosure of any business connection or interest in specific populations or connections to affordable housing. For example, if the Respondent is a non-profit organization whose mission is to eliminate homelessness of a certain population demographic, then that connection must be clearly disclosed together with a statement of how the Respondent proposes to ensure that its research and work will remain unbiased and independent.

### **Affiliations and Subcontractors**

The Respondent must identify and fully explain all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. The Respondent must provide documentation regarding the qualifications and experience of all third-party firms. In addition, the Respondent must clearly delineate the duties and obligations being assumed by which parties in carrying out the Scope of Work. In identifying any such parties, Respondent must include each party's full legal name, state of organization (in the case of an entity), all contact information (e.g., address, phone numbers, email address, primary point of contact, etc.), including status as a veteran, minority, or women-owned business.

### **Ownership Details**

Pursuant to the Standards of Conduct, each Proposal submitted under this RFP must disclose the name of the individual, entity, and/or entities having an ownership interest in the Respondent. All entities identified in this disclosure must be reduced to their human being level, irrespective of the

number of entity layers that may be present for any disclosed entity. If a Respondent under this RFP is a publicly held corporation, the disclosure required under this section is limited to disclosure of the names of the members of the Respondent's board of directors, its key employees (including, but not limited to its chief executive officer, chief financial officer, and chief operating officer), and any shareholders owning or controlling ten percent or more of the corporation. Questions regarding these requirements may be directed to the Commission's General Counsel, Anne Powell, by phone at 314-877-1373 or email at [APowell@mhdc.com](mailto:APowell@mhdc.com).

#### **Federal Work Authorization Program**

Pursuant to *Mo. Rev. Stat. § 285.530.2*, any Respondent selected pursuant to this RFP must provide MHDC with an affidavit stating that the institution does not employ any person who is an unauthorized alien in conjunction with the contracted services and that the Respondent is enrolled and participates, or who will enroll and participate, in a federal work authorization program with respect to the employees working in connection with the contracted services. A copy of the requisite affidavit is attached hereto as Exhibit "A", an original of which must be signed, acknowledged, and submitted by each Respondent as part of its Proposal submitted under this RFP. Prior to the execution of any agreement contemplated herein, the Respondent selected under this RFP will be required to provide evidence of participation in a federal work authorization program.

Additionally, in the event Respondent is utilizing any third-party to carry out a portion of the Scope of Work (whether via a sub-contract arrangement, joint venture agreement, or otherwise), then each third-party entity must also provide an affidavit to MHDC in the form attached hereto, as well as proof of that entity's enrollment and participation in a federal work authorization program and these workforce requirements must be contained in any agreement between the Respondent and said third-party. Questions regarding this requirement may be directed to the Commission's General Counsel, Anne Powell, by phone at 314-877-1373 or email at [APowell@mhdc.com](mailto:APowell@mhdc.com). In your Proposal, please indicate whether your firm is currently enrolled and participating in a federal work authorization program such as E-Verify. If another entity is enrolled in a federal work authorization program such as E-Verify on behalf of Respondent, then Respondent must explain the relationship and submit a WEP Affidavit for the entity that is enrolled in the federal work authorization program.

#### **Authorization to do Business in Missouri**

Respondent should explain its authorization to do business in Missouri and include a copy of relevant public documents, such as a Missouri certificate of good standing, a foreign business registration, a fictitious name filing, or a copy of filed organizational documents. Likewise, Respondent must explain authorization to do business in Missouri and include like documents for all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. In the event the Respondent or other entities included in the Response are not currently authorized to do business in Missouri, include the Respondent's proposed method and timeline for gaining authorization.

#### **Prohibition to Boycott Israel**

Pursuant to *Mo. Rev. Stat. §34.600*, MHDC shall not enter into a contract with any firm that boycotts Israel. In your proposal, state whether your firm is or is not currently engaged in a boycott of (i) goods or services from the State of Israel; (ii) companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or (iii) persons or entities doing business in the State

of Israel. “Boycott” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations, but does not include an action made for ordinary business purposes.

### **Scope of Work**

The Respondent must describe how it will fulfill all requirements and expectations set forth in the Scope of Work, including the process and procedures it will use to accomplish all tasks required under this RFP. The responses should be as detailed as possible in addressing how all services are to be provided and by whom. A timeline for the completion of major tasks should be included.

### **Institutional Resources**

Identify all resources being made available to MHDC by Respondent for the purposes of completing the Scope of Work.

### **MHDC Experience**

Describe the Respondent’s historical experience in working with or serving MHDC, including descriptions of work previously performed for MHDC.

### **Related Experience**

Describe the Respondent’s experience in working with other state or federal governmental entities in carrying out tasks similar in nature to the preparation of the Five-Year Strategic Affordable Housing Plan to be conducted under this RFP.

### **Related Qualifications and Knowledge**

Describe Respondent’s experience and familiarity with housing programs, including but not limited to knowledge and experience related to Low-Income Housing Tax Credits, HOME Investment Partnership funding, disaster funding, and rental subsidies.

### **References**

Respondent must provide MHDC with a minimum of two references from entities for which the Respondent has performed research and/or consulting work in the past.

### **Other Information**

Detail and discuss any other information not specifically covered or requested by this RFP which Respondent requests MHDC’s consideration in the selection of a Proposal.

## **D. Structure of Proposals**

Each Respondent is required to submit a complete Proposal and attest to the accuracy and completeness of its Proposal. In all respects, the Respondent must comply with the instructions, formats, and stipulations of this RFP, including proper submission, proper format, meeting deadlines, inclusion and presentation of pricing information, and the terms and conditions of the proposed Final Contract. MHDC desires to consider Proposals in a consistent and easily comparable format as established in this RFP. Proposals not organized as set forth in this RFP may, at MHDC’s discretion, be considered unresponsive. Do not refer to other parts of your Proposal in lieu of answering a specific

question. Do not provide references to filings or forms publicly available in lieu of providing specific information in the Proposal.

Each Proposal must include a letter (“Certification Letter”) signed by an authorized representative of the Respondent certifying that:

1. The person executing the letter is authorized to execute the Proposal and the Final Contract, on behalf of the Respondent; and
2. The Proposal is a firm offer that will remain valid for a minimum period of one hundred twenty days; and
3. All information in the Proposal is true and correct to the best of the Respondent’s knowledge; and
4. No owner, principal, or employee of the Respondent gave or will give anything of monetary value, including a promise of future employment to an MHDC employee or Commissioner, or a relative of an MHDC employee or Commissioner, to influence any decision to award a Final Contract or to influence the decision to modify or negotiate any term contained in any such Final Contract; and
5. No elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the Scope of Work; and
6. Respondent will fully comply with the provisions of RSMo Chapter 105 addressing Conflicts of Interests; and
7. Respondent will fully comply with the provisions of RSMo Chapter 130 addressing Campaign Finance Disclosure Laws; and
8. Respondents will fully comply with MHDC’s Standards of Conduct.

The Proposal must contain all sections required under **Section IV Proposal Preparation** of this RFP. Responses to each section shall be labeled and submitted on a separate page.

Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific section.

MHDC may deem any Proposal failing to meet all these requirements to be unresponsive, resulting in the elimination of the Proposal from consideration.

## E. Price Proposal

Provide a price proposal that delineates the following costs:

1. Total fees Respondent intends to charge for completing the Scope of Work, including an itemization of fees to be charged for the initial research and development of the Five-Year Strategic Affordable Housing Plan and the fees to be charged for each annual update for four years following completion of the plan, and
2. Itemization of any expenses or other charges (including and reimbursable costs) that Respondent anticipates will be charged separate from the fees covered by 1 above along with a proposed cap on such additional charges.

## F. Evaluation Criteria

1. Experience and expertise of the Respondent and the specific personnel to be assigned to the development of the Five-Year Strategic Affordable Housing Plan.
2. Relevant experience conducting similar research or providing consulting with other state or federal governmental entities.
3. The location, extent, and capabilities of the Respondent's offices and number of employees in the State.
4. The economic impact of any contract entered under this RFP is an important factor. MHDC will consider the economic impact, including proposed services and products that will be provided by Missourians, the impact returned to the State through tax revenue obligations or otherwise, and the Respondent's economic presence within Missouri, including Missouri employee statistics.
5. Participation by a public or private university or college as a party conducting the research and preparation of data.
6. Respondent's ability and willingness to carry out the full Scope of Work and demonstrated understanding of the federal and state statutory and all applicable regulatory requirements.
7. Innovative ideas or suggestions reflected in the Respondent's Proposal.
8. MHDC's prior experience, if any, in working with the Respondent and any other factors the MHDC believes would be in its best interest to consider.
9. Respondent's proposed fees and charges for performing the full Scope of Work.
10. Respondent's ability to meet MHDC's desired timelines specified in this RFP.
11. The overall level of professionalism demonstrated in the Respondent's Proposal.

# Exhibit A

## Workforce Eligibility Affidavit

The undersigned does, by his/her oath solemnly swear and affirm that he/she is the \_\_\_\_\_ of \_\_\_\_\_ and as such officer or agent of such entity I am duly authorized to make this affidavit on behalf of said entity. On behalf of such entity and pursuant to the authority recited herein, the undersigned does further solemnly swear and affirm and that said entity:

### CHECK ONE:

1. *Choose one:*
  - Is enrolled and actively using the E-Verify system **or**
  - has entered an agreement with \_\_\_\_\_, and said entity is enrolled or actively using the E-Verify System **pursuant to the attached agreement;** and
2. Does not knowingly employ any person who is an unauthorized alien, and
3. Certifies that all its employees are lawfully present in the United States;

OR

1. Is not an employer and does not have any employees,
2. Certifies that for the duration of the contract with the Missouri Housing Development Commission, any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with such contract are properly classified as independent contractors and should not be classified as employees,
3. Certifies that for the duration of the contract with the Missouri Housing Development Commission, any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with such contract are not unauthorized aliens and are lawfully present in the United States,
4. Certifies that if, at any time, it does employ any employees, it will immediately enroll and begin actively using the E-Verify system and will not knowingly employ any person who is an unauthorized alien and that all such employees it does hire will be lawfully present in the United States.

The undersigned affirms, under penalty of perjury, that all statements made herein are true and correct.<sup>1</sup>

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<sup>1</sup> Once fully executed and notarized, a scanned version of this document may be submitted electronically to MHDC via email. If submitted as such, the undersigned agrees that the signature is to be treated as an original signature and the document (in the form of a photocopy, PDF, or other electronic form) is to be treated as an original document with the same legal effect and enforceability as the original signed document. Regardless, MHDC in its sole and absolute discretion reserves the right to request an original signed hard copy of the document as it deems necessary. The undersigned is responsible for retaining an original signed hard copy in his/her files.





ATTACH E-VERIFY Memorandum of Understanding, and third party agreement, if applicable.