

REQUEST FOR PROPOSALS
TO PROVIDE CONSULTING SERVICES ON
THE PREPARATION OF HOUSING DATA
FOR THE MISSOURI FIVE-YEAR
CONSOLIDATED PLAN



Response Deadline:

Due no later than 5:00 PM CST on Friday, December 9, 2022

Submit Responses To:
Julie Smith
Missouri Housing Development Commission
920 Main Street, Suite 1400
Kansas City, Missouri 64105
Julie.smith@mhdc.com

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.

The purpose of this Request for Proposal (“RFP” is to obtain Proposals from qualified individuals/entities (“Respondent” or “Respondents”) to provide consultation services and all necessary equipment, working space, and hardware to assist in writing the applicable housing sections for the 2023-2027 Missouri Five-Year Consolidated Plan for which MHDC is responsible for describing and analyzing using a variety of statewide data. Consolidated Planning is required for any entitlement community receiving formula funding from HUD (“U.S. Department of Housing and Urban Development”).

II. Terms and Conditions Governing this RFP

A. Definitions

1. Commission

MHDC’s Board of Commissioners.

2. Consolidated Plan

In 1995, HUD created the Consolidated Plan to serve as the planning document (comprehensive housing affordability strategy and community development plan) of state or local grantee governments and to support their applications for funding under any of the Community Planning and Development formula grant programs: the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grants (ESG) Program, and Housing Opportunities for Persons With AIDS (HOPWA) Program. 24 CFR Part 91 contains the regulations that set forth the Consolidated Plan submission requirements. 24 CFR Part 91 is being revised as a result of changes in the Emergency Solutions Grants Program. The ESG Interim Rule includes both changes to the Emergency Shelter Grant Program regulations at 24 CFR Part 576 and conforming changes to the Consolidated Plan regulations at 24 CFR Part 91.

3. CARES ACT

Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136.

4. ESG

Emergency Solutions Grant Program.

5. ESG-CV

Special allocation of Emergency Solutions Grant Program as authorized by the CARES Act and any renewals, expansions or extensions thereof.

6. Final Contract

Any contract ultimately negotiated and entered into by and between MHDC and a successful Respondent pursuant to an award under this RFP.

7. HMIS

Homeless Management Information System.

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 the RFP.

11. Respondent

Respondent refers to any individual or entity submitting a response to this RFP.

12. RFP

This Request for Proposal.

13. 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.

14. Selected Party

The Respondent whose Proposal MHDC accepts in accordance 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 further be modified by the Commission.

16. State

The State of Missouri.

17. Will, Must and Shall

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

B. MHDC 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 rules governing contact with Commissioners, MHDC employees, former Commissioners, and former employees. 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 Policy, which can be found on the MHDC website: <https://www.mhdc.com/>.

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 (10%) 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.

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 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;
5. Enter into 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; and/or,
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 to our web site at www.mhdc.com.

H. Other Legal Conditions

By virtue of its signed Proposal to this RFP, the Respondent agrees that, in the event it is selected to provide the goods and services pursuant to this RFP, it will enter into good faith negotiations in pursuit of an acceptable Final Contract. MHDC, at its sole discretion, may incorporate any and 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 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, including any provisions set forth in exhibits, 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 extended or 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 Scope of Work to include additional services or goods, 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.

III. Instructions to Respondent

I. Proposal Submissions

1. Number of Copies, Media, Cover Letter

Each Respondent must submit one electronic copy of its Proposal. In the interest of safety, time, and efficiency, the Proposal must be submitted electronically via email or through a file upload link requested by the Respondent via email with the subject line of "APPLICATION UPLOAD REQUEST" to Julie Smith at Julie.smith@mhdc.com a minimum of one business day in advance of the deadline for submission. The Proposal should contain searchable text in Adobe (.pdf) or Microsoft Word format, as determined by the Respondent. Exhibits may be submitted in Adobe (.pdf), Microsoft Word or Microsoft Excel format. In addition, each Respondent must provide a cover letter to its Proposal containing:

1. Respondent's name and address, and
2. Address, email, and direct telephone contact information for the Respondent's primary

- contact for purposes of any questions MHDC may have of Respondent, and
3. A summary of the Respondent's price proposal and timeline for performing the Scope of Work; and
 4. All information required to be submitted in the Respondent's Certification Letter as detailed in Section IV, Paragraph D of this RFP.

2. Delivery Instructions/MHDC Point of Contact

Electronic email copies of Proposals must be submitted to Julie Smith at julie.smith@mhdc.com with the subject line of "CONSOLIDATED PLAN SERVICES RFP RESPONSE". Electronic file uploads must be requested by the Respondent via email with the subject line of "APPLICATION PROCESSING SERVICES RFP UPLOAD REQUEST" to Julie Smith at julie.smith@mhdc.com a minimum of one business day in advance of the deadline for submission. MHDC is not responsible for failure of timely electronic delivery for any reason including reasons due to interruption of service. Proposals must be received by MHDC by the deadline. Proposals must be submitted as outlined herein.

3. Deadline for Submission of Proposal

Each Proposal submitted via email must be received by Julie Smith at julie.smith@mhdc.com and each Proposal submitted via upload must be received by MHDC no later than 5:00 PM (Central) on Friday, December 9, 2022. Proposals received after 5:00 PM (Central) on Friday, December 9, 2022 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.

4. Extensions of Proposal Deadlines

In the event the due date is extended or modified, the new date will be published on the MHDC website at www.mhdc.com.

5. Anticipated Timetable

RFP Release Date:	November 21, 2022
Proposal Due Date:	December 9, 2022
Publication of MHDC Selection:	December, 2022/January, 2023
Data Collection, Research, and Analysis:	January, 2023
Narrative Drafting:	February, 2023

Inquiries

The Commission will provide responses to inquiries submitted by Respondents to the Commission's contact person, Julie Smith, Manager of HUD Programs. All questions must be submitted in writing via email to Julie Smith at julie.smith@mhdc.com and received no later than Friday December 02, 2022, 5:00 p.m. CT. The "Subject" line of the email should be, "RFP for Consolidated Plan Consulting Services Questions." Questions submitted after the deadline will not receive a response. Responses will be provided by December 07, 2022, 5:00 p.m. CT to all interested bidders that have provided an email address to Julie Smith prior to the above deadline for the submission of questions.

All inquiries must be submitted by email, citing the particular RFP section and paragraph number, if applicable. Respondents should note that all clarifications and exceptions are to be resolved prior to submission of the proposal.

IV. Proposal Preparation

A. Mandatory Proposal Sections

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

- Cover Letter
- Executive Summary and Conclusions
- Proposed Plan for Providing Consultation Services for Housing Portions of the Missouri Consolidated Plan
- General Objective Information
- Data and Analytics Information
- Analysis Information
- 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 or sections in the Proposal which they feel would assist MHDC in the evaluation of the Proposal.

B. Scope of Services

MHDC is seeking an outside agency to provide consultation services to complete the housing data analysis and analytics to inform the Missouri Consolidated Plan required to be submitted by MHDC. MHDC is designated as the administrator for the state of Missouri HUD Community Planning & Development affordable housing programs, including the HOME Investment Partnerships Program (HOME), the HOME-American Rescue Plan (HOME ARP) Program, the National Housing Trust Fund

(HTF) Program, and the Emergency Solutions Grant (ESG) Program. In addition, MHDC is the administrator of Missouri's federal and state Low-Income Housing Tax Credit (LIHTC) Program.

The purpose of the Consolidated Plan is to (i) serve as the comprehensive housing affordability strategy and community development plan for the jurisdiction submitting it and (ii) serve as the application for funding under any or all of HUD's Community Planning and Development formula grant programs (i.e. the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with Aids (HOPWA) and any formula stimulus programs as provided by HUD. HUD's regulations establishing the requirements for the Consolidated Plan, including the requirements for a Housing Needs Assessment, are set forth in 24 CFR Part 91. The Consolidated Plan is required to be submitted every five years to HUD in order to project the planned activities of formula funding provided to the state using relevant data and public input to create housing goals and objectives. All proposed time frames are based on the state of Missouri's current 2023-2027 Consolidated Plan due date to HUD.

Generally, MHDC seeks the Selected Party to:

- Provide consulting services; and
- Provide initial consulting services to establish performance goals and objectives; and
- Collaborate with MHDC staff through regularly scheduled calls and progress meetings; and
- Be familiar with federal funding requirements and procedures and develop knowledge of Consolidated Planning for States; and
- Provide and maintain adequate staff and all necessary work space, equipment, supplies, and hardware to provide support and services; and
- Utilize the current [HUD eCon Planning Suite, Consolidated Plan in IDIS Desk Guide](#) when completing the identified goals and objectives below.

Data and Analytics Objectives

The Selected Party will collect, compile, and analyze data about statewide housing needs. MHDC seeks the Selected Party to:

- Complete a Housing & Homeless Needs Assessment for use in response to the Consolidated Plan Sections NA-10 through NA-45.
- Complete a Housing Market Analysis for use in response to the Consolidated Plan Sections MA-05 through MA-40 and MA-50 through MA-60.
- Prepare data tables, maps, and other analysis tools to be used throughout applicable sections of the Consolidated Plan.
- Conduct or participate in public engagement or hearings throughout the state, as needed for data collection purposes.
- Provide additional data collection as identified and needed for the completion of the Consolidated Plan.

Analysis Objectives

The Selected Party will provide a comprehensive analysis of housing needs throughout Missouri. MHDC seeks the Selected Party to:

- Assist in the completion of the Executive Summary for use in response to the Consolidated Plan Section ES-05.
- Outline a Five-Year Strategic Plan to address identified housing needs for use in response to Consolidated Plan Sections SP-05 through SP-70.
- Provide proposed narrative language related to the development and definition of goals to address statewide housing needs and gaps as needed for the completion of the Consolidated Plan.
- Provide additional data analysis, draft narrative language, and contribute to other plan elements as needed.

C. Proposal Details

Respondents must provide clear and complete responses to each of the following points. Brevity and clarity of responses will be appreciated.

1. Proposed Fees. Provide the fees proposed by Respondent to perform the Scope of Work. Please provide detailed information regarding fees or costs that would be expected to be paid by MHDC. Information must be provided including the total aggregate cost of all labor, work space, equipment, hardware, supplies, travel, expenses and any other costs associated with performing the Scope of Work hereunder. All costs must be delineated as detailed in Section F hereof.
2. Location and Personnel. Provide the name, address, telephone number, fax number and email address of the Respondent. Identify a primary contact person regarding the response and the proposed project manager for the engagement.
3. Organizational Overview and Documentation. Provide an overview of the Respondent's business entity, including legal structure, full legal name, and state of organization. Provide documentation on Respondent's business entity including organizational documents, federal employer identification number and evidence of Respondent's good standing with the State. If Respondent is an MBE/WBE, provide copies of documentation establishing certification as an MBE/WBE. If Respondent is not a certified MBE/WBE, provide information regarding the percentage of the Respondent organization owned by women and/or minorities and also provide information regarding the percentage of persons employed by the Respondent organization that are women and/or minorities.
4. Economic Impact to Missouri. The Respondent must provide information and data concerning the economic impact of any contract entered into pursuant to this RFP. At minimum, the

Respondent must provide: a) a description of proposed services that will be performed and/or the proposed products that will be provided by Missourians; b) a description of the economic impact returned to the State of Missouri through tax revenue obligations and otherwise; and c) a description of the Respondent's economic presence within the State of Missouri, including Missouri employee statistics.

5. Affiliations and Subcontractors. 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. Respondent must provide documentation regarding the qualification and experience of all third-party firms as a whole, as well as for each staff member proposed to be involved in performing the Scope of Work. In addition, 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/fax numbers, email address, primary point of contact, etc.), and must indicate whether the party is an MBE/WBE and provide copies of documentation establishing that certification as an MBE/WBE. Joint ventures are required to designate a single contracting entity with the authority to negotiate, execute and bind the joint venture to any potential future contract and act as the party responsible to MHDC. The provisions of this paragraph do not require inclusion of information regarding use of a temporary employment on contract labor to provide day labor or temporary staffing except that the Respondent must include information about the employment entity that will provide such day labor or temporary staffing and must include information about whether the persons contracted or employed will be located within the State of Missouri.
6. 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 which 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 (10%) 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.
7. Undocumented Workers. 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. Prior to 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 a comparable affidavit to MHDC, 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. The requirements contained in this section apply to any third-party employment agency or entity providing temporary employee labor. Questions regarding this requirement may be directed to the Commission's General Counsel, Anne Powell, by phone at 317-877-1373 or email at 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 the required documentation for the entity that is actually enrolled in the federal work authorization program.

8. 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.
9. 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 is not currently authorized to do business in Missouri, include Respondent's proposed method and timeline for gaining authorization.
10. Scope of Services. Respondent must describe how it will fulfill requirements and expectations set forth in the Scope of Services, including the processes 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 completion of major tasks should be included. The timeline must include the date by which Respondent

proposes to be fully operational and capable of beginning the Scope of Work including dates for initial consultation and including the date for commencement of application processing.

11. Institutional Resources. Identify all resources being made available to MHDC by Respondent for the purposes of completing the Scope of Work.
12. MHDC Experience. Describe the Respondent's historical experience in working with or serving MHDC, including descriptions of work previously performed for MHDC.
13. 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 collection and analysis of statewide housing data to be conducted under this RFP and include a list of all such similar studies and assessments conducted by Respondent.
14. Related Qualifications and Knowledge. Describe Respondent's experience and familiarity with federal program support, HUD regulations and requirements.
15. References. Respondent must provide MHDC with a minimum of two (2) references from entities for which Respondent has services of a similar scope as those outlined in this RFP.
16. Litigation and Regulatory Issues. Respondent must disclose a brief description of any alleged conflicts of interest, regulatory proceedings, mediation, arbitration, or litigation currently pending or resolved within the last three (3) years.
17. Other Information. Detail and discuss any other information not specifically covered or requested by this RFP which Respondent requests MHDC's consideration in selection 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(s). 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 Proposal(s) in a consistent and easily comparable format as established in this RFP. Consequently, Proposal(s) not organized as set forth in this RFP may, at MHDC's sole 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 execute the Proposal and the Final Contract, on behalf of the Respondent; and
2. The Proposal is a firm offer which will remain valid for a minimum period of one hundred twenty (120) days; and
3. All information in the Proposal is true and correct to the best of his or her 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, in an attempt 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.

Proposal(s) must contain all sections required under Section IV.A. of this RFP and should be organized in the same manner as the individual information requested in Section IV.C. Responses to each numbered question shall be labeled and submitted on a separate page (e.g. answers to Question 1 should begin on a separate page from the response to Question 2).

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 question.

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

E. Evaluation Criteria

Each Proposal will be evaluated on a variety of factors, including, but not limited to, the following (in no particular order):

1. Experience and expertise of the Respondent; and
2. Relevant experience conducting similar support of government programs; and
3. Relevant experience adhering to federal program guidelines; and
4. The location, extent and capabilities of the Respondent's offices and number of employees in the State; and
5. The economic impact of any contract entered into under this RFP is an important factor. MHDC will consider the Missouri economic impact including proposed services and products that will be

provided by Missourians, economic impact returned to Missouri through tax revenue obligations or otherwise, and the Respondent's economic presence within Missouri including Missouri employee statistics; and

6. Respondent's ability and willingness to carry out the full Scope of Work; and
7. Innovative ideas or suggestions reflected in the Respondent's Proposal; and
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; and
9. Respondent's proposed fees and charges for performing the full Scope of Work; and
10. Respondent's ability to meet MHDC's desired timelines specified in this RFP; and
11. Respondent's inclusion of the participation of minorities and women, including Respondent's employees and/or any participation with one or more MBE/WBEs; and
12. Overall level of professionalism displayed in the Respondent's Proposal.

F. Price Proposal

Provide a price proposal that delineates the following costs:

Staffing assumptions provided are for purposes of planning and comparison or price proposals pursuant to this RFP. Final staffing levels may be adjusted or extended based on final program design, applicant inquires, applications received, and additional funding, among other factors.

1. Total fees Respondent intends to charge for completing the Scope of Work including itemization of fees for initial consulting services, all necessary labor, equipment, working space, and hardware; and
2. Itemization of fees to be charged; and
3. Itemization of any expenses or other charges (including any reimbursable costs) which Respondent anticipates will be charged separate from the fees covered by 1 and 2 above along with a proposed cap on such additional charges.