



**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES**



REQUEST FOR PROPOSALS

CODE BLUE

***EMERGENCY SHELTER AND SERVICES FOR INCLEMENT WEATHER
OPERATIONS
2026 - 2027***

Release Date: **July 13, 2026**
Proposal Due Date: **August 10 2026, 4:00 pm**



CITY OF ST. LOUIS DEPARTMENT OF HUMAN SERVICES REQUEST FOR PROPOSALS

The City of St. Louis, Department of Human Services (DHS) is issuing this Request for Proposals (RFP) for the City's 2026 – 2027 Code Blue Activities to address the need for Emergency Shelter and services during the upcoming Inclement Weather season.

Beginning July 13, 2026, RFP packets will be available for pick-up at the Department of Human Services, Homeless Services Division, or via the City's website: <https://www.stlouis-mo.gov/government/procurement/>

CODE BLUE INFORMATIONAL BIDDER'S CONFERENCE

Tuesday, July 21 · 3:00 – 4:00pm

Time zone: America/Chicago

Google Meet joining info

Video call link: <https://meet.google.com/nuz-rsis-gyi>

Or dial: (US) +1 234-203-1983 PIN: 437 226 988#

QUESTIONS REGARDING THE RFP

- Must reference the RFP page number and section to which it applies.
- DHS will document questions and provide written responses posted on the City's website.
- There shall be NO contact with any selection committee member.
- All questions must be submitted before July 28, 2026.
- Questions must be submitted in writing to the following:

Amy Bickford, Chief Program Manager
Department of Human Services - Homeless Services Division
1520 Market Street, Room 4065, St. Louis, MO 63103
hsd-proposals@stlouis-mo.gov

Proposals are due by 4:00 p.m. August 10, 2026. Proposals shall be submitted via email to hsd-proposals@stlouis-mo.gov. Incomplete or late proposals may be rejected or may receive a reduction in points scored.

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CODE BLUE FUNDING FOR 2026 - 2027

The City of St. Louis, Board of Aldermen, have allocated in the City's General Budget, \$2,000,000 to be made available to the Department of Human Services, Homeless Services Division (HSD), for emergency shelter and services for the 2026 – 2027 *CODE BLUE INITIATIVE*. Code Blue was an initiative launched in the previous inclement weather season, where there would most certainly be an influx of unhoused seeking shelter during the winter because of the thousands of families without proper housing due to the aftereffects of the 2026 May tornado. The City's ability to drastically increase funding to this initiative safely sheltered hundreds of families and households during the coldest winter nights.

While there will be less funding available this year, \$2 million dollars is a considerable investment and the City hopes to continue upon and improve last year's Code Blue strategy. The goal of this funding is to secure services for the sheltering of individuals and families from multiple shelter and services providers to begin in Late-November 2026 and end mid-March 2027 based upon temperature thresholds.

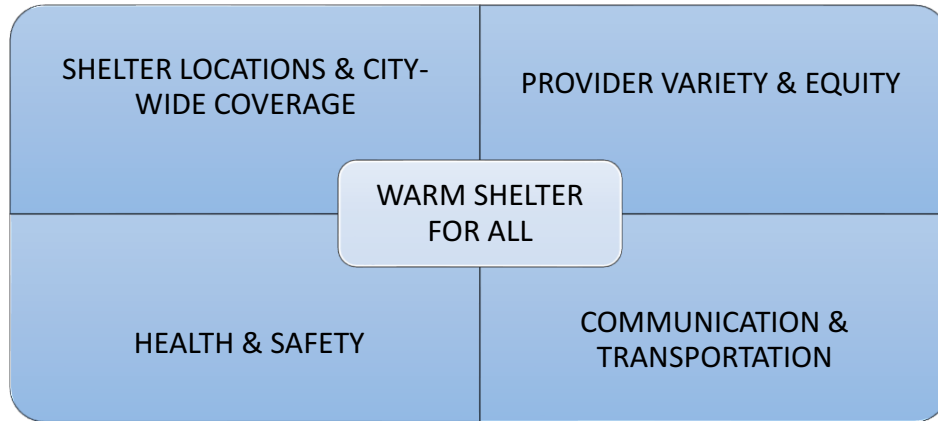
The following priorities will be utilized in proposal selection and funding decisions.

- **INCREASE CAPACITY** - Proposals will be selected in terms of providing the highest number possible of additional shelter beds.
- **THRESHOLD ALIGNMENT** – Proposals will be selected in terms of ensuring the City is able to meet each temperature-based threshold of the Code Blue Framework, as outlined below.
- **COST EFFECTIVENESS** – A rate has been established by Code Blue Leadership in negotiation with community partners, which will be utilized to establish fairness and consistency across all shelter providers, which the City is rolling out for the first time this year.

TIMELINE OF EVENTS

Date	Activity/Time
7/13/2026	Release of CODE BLUE Request for Proposals
7/17/26, 1PM	Code Blue Informational Bidder's Conference
8/10/2026, 4PM	Proposals are due by 4:00pm
Week of 8/17 – 8/20	Holding Selection Committee Meeting, Sending Award Letters
8/24/26 – 10-24-26	Working to execute contracts
11/1/2026	Goal date to have contracts executed.
11/15/2026	Project Start Date.
3/31/2026	Project End Date (likely end by 3/15, contract will be through 3/31).

CODE BLUE GOALS



1. The City of St. Louis will provide emergency shelter beds throughout the winter season, to accommodate any unhoused person searching for shelter.
2. The City of St. Louis will have multiple shelter locations dispersed throughout the City's full geography, allowing for wide coverage, and access for the unhoused.
3. The City of St. Louis's emergency shelters will have policies and procedures to ensure the health and safety for the unhoused and shelter staff.
4. The City of St. Louis will seek variety and equity among shelter providers by accepting proposals for funding, from a variety of organizations, and shelter providers will be funded in a streamlined equitable format.
5. The City of St. Louis will utilize a Unified Command Structure, allowing for widespread communication of Code Blue Level activations, to include transportation access and shelters maintaining bed counts in Get Help.

CODE BLUE FRAMEWORK

LEVEL	AMBIENT TEMPERATURE THRESHOLD	WINDCHILL TEMPERATURE THRESHOLD	NUMBER OF BEDS ADDED PER LEVEL	TOTAL NUMBER OF BEDS ADDED	TOTAL NUMBER OF BEDS AVAILABLE	EST. NUMBER OF NIGHTS ACTIVE PER LEVEL	TOTAL EST. NIGHTS OF OPERATION
1	Greater than 32°	N/A – Baseline	N/A	N/A	400	N/A	N/A
2	32°	25°	250	250	650	20	56
3	25°	15°	100	350	750	29	36
4	20°	10°	150	500	900	4	7
5	10°	5°	100	600	1,000	3	3

*Additionally, at Levels 3 – 5, Shuttles will be activated and providing transportation to shelters.

FUNDS AVAILABLE

There are two sources of funds available for projects awarded under this RFP. \$200,000 has been allocated from City Public Safety Proposition P funds. \$2,000,000 has been allocated from City General Use Tax funds. The total amount available for 2026 – 2027 CODE BLUE projects is roughly around \$2,200,000.

- Grant Term will be 5 months.
- Anticipated project start time will be November 16, 2026.
- Projects that can provide a minimum of 7% match to the project will receive bonus points.
- Administrative funds are no more than 7% of total budget request.

METHOD OF COMPENSATION

Selected subrecipients will work with a Homeless Services Division Contract Compliance Officer for training and understanding of how the contract must align with City requirements, where applicable. This will include instruction, both verbal and written, on the Homeless Services requirements for an accurate program budget, completing the requirements to execute the contract, and for complete, accurate and timely billing reimbursement packet submissions, so reimbursements can be processed quickly.

Compensation for services is via monthly reimbursement for the prior month's incurred expenses. All expenditures must be well documented, eligible and accurate. Payments happen after the Contract Compliance Officer approves the billing packet and sends payment request to the City Comptroller's Office. Selected subrecipients will have to incur expenses prior to receiving funds for expenses incurred and be able to cover up to one-month expenses at the start of the contract.

CASH ADVANCE OPTION

In limited circumstances, the Homeless Services Division may approve of a subrecipient receiving a cash advance at the start of a contract. Cash advances to a subrecipient must be limited to the minimum amount needed and in accordance with the actual, immediate cash requirements of the organization in carrying out the approved activities of the project. Cash advances will only be allowed at the beginning of a contract, and only one time during a contract timeframe. Cash advances cannot be a portion of the "contracted award amount" to be disbursed each month. After an award letter is granted, if an organization would like to seek a cash advance, it should be requested from a Homeless Services Division manager or Contract Compliance Officer.

PROJECT BUDGET

This year upon requests from the provider community, the Department of Human Services will implement a new method for how organizations will determine their budget and the amount of their funding request. The provider request stems from wanting to see fairness and equity across the full system. While a cost per bed,

per person will be established, the Homeless Services Division will still require reimbursing for actual expenditures.

Here's how this will be accomplished. The cost per bed per night has been set at \$50. This means that the City will award shelter providers based on the number of nights they operate and the number of beds provided at a rate of \$50 per bed. For example, if a shelter will operate 50 beds, and estimates 20 nights of activation, their proposal should come in at $(50 \times 20 \times 50)$ \$50,000. This formula will be used to calculate provider equity, so all providers are offering similarly priced services across the full system. While this formula will give shelters an estimated amount to apply for, an actual budget with a provider's actual expenses will be submitted, and an actual budget will be utilized to determine reimbursements.

Once an organization determines their equitable award amount, such as in the example above, \$50,000, they will draft an actual budget based on what they expect their actual expenditures will be to operating their 50 emergency shelter beds for 20 nights. Budget should include all operational costs; such as staff costs, supplies, maintenance, cleaning, security, food, etc. If when drafting the budget, an organization feels they need more than the equitable estimate, they may submit that in their budget. So, in the example above, if the actual budget came to \$57,000, than the organization may request \$57,000. The Selection Committee when determining selection and awards, will take these overages into consideration accordingly and may choose to only award \$50,000 or they may award the full request, or the award may fall somewhere the middle of the two amounts.

For the Transportation and Data Solutions category, the budget template is in the same Excel workbook as the one used for Emergency shelter, but has separate tabs.

ASSISTANCE FOR INEXPERIENCED APPLICANTS

The City is encouraging experienced organizations familiar with the DHS reimbursement and documentation process to mentor and fiscally sponsor newer, young or start-up organizations. Experienced organizations may be able to meet DHS's criteria for a Cash Advancement, if approved, which can assist smaller, inexperienced organizations in starting up their project. If an applicant would like more information or needs help seeking and connecting to an experienced organization for assistance, please send a question, according to the process outlined in this RFP.

LOCATION & COVERAGE

The City would like to provide multiple emergency shelter locations throughout the full geography of the City, to ensure anyone unhoused in need of shelter can locate it and will not be turned away. Code Blue shelter locations shall be made available across the City in each geographic area in the City; North, South, West, East, Downtown and Central corridor. While having large-scale shelters can be economical, they are often stressful to manage and for the unhoused, may not feel as welcoming or safe. For these reasons, the Location Goal established encourages multiple sites, of differing size, and spread out across the City.

Shelter providers shall be selected for funding to ensure each Code Blue Level has adequate coverage of open and available beds. To achieve this, providers will need to consider the ability to flex or scale by 5-10 beds in emergency situations. Providers need to ensure they have an adequate staffing model on nights they will activate for sheltering. Organizations that can provide operational protocols and structure which include security, wide hours of operations, cleaning and set up procedures, coordination and supervision of facility

staff, operating protocols for floor supervision, access to food, nurses and other services providers are highly recommended.

Each shelter will need to specify at what level they will operate at. If a shelter will open anytime Level 2 is activated, for example, they would essentially be operating at all levels 2-5. If a shelter decides to be a Code 4 shelter, then they would operate only on Code 4 and 5, for an estimated 7 nights (per the chart above). When the City activates Level 2 and above, it will be generally be operating starting at 5pm and dismissing people at 7am. Organizations that would like to submit a proposal for daytime hours may do so, and shelters that will generally operate only night time hours, may suggest within their proposal a number of days that they estimate needing to remain open during daytime hours. This is generally requested of shelters when they are operating at Level 5. Therefore Level 5 will operate a few number of nights, it shall consider a daytime operation as well.

HEALTH & SAFETY

All shelter sites awarded funding will agree to a site pre-inspection before contract execution. This inspection will determine occupancy load, and determine that there are appropriate bathrooms, handwashing facilities, feeding facilities, security, square footage based upon number of beds to be provided, egress and health and safety considerations. The Health Department may do spot check-ups and inspections to ensure health and safety precautions are taken.

PROVIDER VARIETY & EQUITY

The City is interested in procuring the assistance from multiple providers who can support the overall mission of Code Blue, whether it's provision of shelter services, staffing, food commodities or other eligible uses. Additionally, the City seeks a variety of shelter models and operational structures offering a variety of differing total bed counts available. Any of these entities are eligible and should consider applying for funds:

- Nonprofits and faith communities with an interest in sheltering.
- Organizations with the fiscal capacity to execute programming.
- Organizations with the capacity to partner with more established organizations that can assume a fiscal sponsorship arrangement.
- Organizations who can demonstrate the ability to scale operations and staffing if need be.
- Organizations who can provide drivers, or support operations via food commodities and security services.

COMMUNICATION

The City will utilize an Incident Command Structure much like was performed last year for Code Blue. City departments, interested providers, and relevant stakeholders will be meeting daily to make determinations

about when Code Blue will be activated and at what level. This team will determine days activated at least 48 hours in advance but will strive for 72-hour advanced notice.

Communication is very important and the City has established several communication structures to aid in the best possible communication about Code Blue Activations.

- Activations at Level 2 and above will be advertised on the City’s website in a banner at the top of the page, that will allow readers to click for more information, taking them to the Code Blue webpage; where all updates will be posted in detail. At this Level, communication will also be posted on the CoC’s communication platform, Basecamp.
- Activations at Level 3 and above will include a Press Release.
- The City will make available Code Blue flyers that anyone can request and pick up for distribution.
- Activation at Level 3 and above will include operating shuttles to pick people up and drop them off at open emergency shelters (some of the specific details are still being discussed).

The City will require of all shelter providers funded via this RFP, to designate staff members to be charged with maintaining an active bed occupancy count in the platform called Get Help. Part of this requirement will include updating Get Help throughout the evening of any open beds, to enable street outreach teams, the transport shuttles and United Way call takers to know exactly where to refer people and reserve a bed for them. This step, as a requirement will aide in clear bed count communication across the system. Each morning, a member will also need to be designated to send a text to an appointed City Leadership team member their total bed count for the night, which will be checked against the data entered into Get Help.

TRANSPORTATION

The City is maintaining three Metro 10-passenger vans, that will be utilized to provide shuttle services to unhoused people seeking shelter. These shuttles were able to operate three routes last year, one covering south St. Louis, one covering north St. Louis and one that covered the central corridor to downtown. The City would like to expand this coverage, to include areas that were missed last year, such as the far North Baden area, and potentially more area within the south region of the city. Shuttle routes will be established with awarded transportation providers, which will operate on Level 3 - 5 Activation Days.

The City is interested in partnering and/or funding an organization(s) that can provide any level of support this this operation. Organizations that have insured drivers, that would be dedicated to operating the City maintained shuttles are encouraged to apply. Organizations that have their own vehicles or busses that could also provide drivers to pick up previously missed routes and are interested in serving the unhoused via transportation should apply for this project.

ELIGIBLE PROJECTS

1. Emergency Shelter – Overnight

This category is for organizations that would like to operate emergency shelter projects in an overnight capacity, based on one or more of the Code Blue levels.

2. Emergency Shelter – Daytime

This category is for those organizations that would like to assist in providing daytime sheltering support to the unhoused. On occasion overnight shelters are asked to operate during the day due to the temperature, but sometimes cannot due to other operations within their facilities. For this reason, we will fund organizations that can utilize their facilities for day time sheltering/cooling.

Requirements of all Emergency Shelter Projects

Inclement Weather emergency shelters are low-barrier facilities that provide a safe, trauma-informed, secure, and clean place for the unhoused to evade the elements. Shelter programs should be a short-term solution for accessing housing resources in the community as quickly as possible.

Shelters and Organizations that can expand capacity and provide warm, safe places for people during the winter are urged to apply. Proposals seeking funding for overflow beds on an “as needed” basis, or as a “pop-up” provider will be considered.

Organizations that are partnering to provide the services of adding shelter space, are welcomed to apply, and advised to coordinate those activities into one scope of work, where possible, and submit just one proposal.

Applicants submitting proposals can add the following activities to their project budget:

- **Essential services:** Case management, Life Skills Training, Mental Health Services, Substance Abuse Treatment Services.
- **Shelter operations:** Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food, Furnishings and supplies necessary for shelter operation. Eligible costs may also include hotel or motel vouchers for families or individuals.
- **Staff costs:** reimbursement for salary/benefits, and/or hourly rate employees. Salaries/benefits, or hourly wage payments would be allocated as either “Essential Services” expenses or “Shelter Operations” expenses.
- **Volunteer Incentives:** stipend payments, travel reimbursement, or other incentive program costs will be considered.
- **People with Lived Experience Incentives:** Projects may include creative ways to incentivize people with lived experience in the operations of shelter projects.

- **Transportation:** Transportation costs can include the funding of transporting people to shelter and/or the cost of providing bus tickets to unhoused people.
- **Supplies Purchases:** While DHS will assist in providing as much supplies as possible, a shelter may also include this as a line item in their budget. This could range from cleaning, homeless specific supplies, and office items.
- **Food Expenses:** Food and costs associated to providing meals to shelter guests can be included, but if the City opts to hire one vendor to supply all shelters with food, that would be removed from individual budgets.
- Other items not listed may be considered, so the applicant should put whatever costs they plan to incur into their project budget.
- Please Note: The City will not be approving renovations and/or capital costs as an eligible activity under this RFP.

Emergency Shelter Expectations & Considerations:

- Choose at what level your project will operate. At whatever level a shelter chooses to opt in at, they will be required to operate at that level and above. For example, if your shelter is a Level 3 shelter, it will be required to operate at Level 3, Level 4, and Level 5, throughout the winter season.
- Determine the bed count you wish to operate at, including the consideration of 5-10 emergency overflow beds.
- Determine the population the shelter will serve. Because of the increase in unhoused families with children, at every level, the City would like to ensure 10% of the provided beds are for households with children. The City encourages providers to apply for funding that will serve queer and transgender unhoused persons.
- **OVERNIGHT SHELTERING:** When Code Blue is activated at Level 2 and above, the shelters assigned to be open will operate during the hours of 5:00pm – 7:00am shelter for the unhoused. This means you will likely have staff coverage start prior to that and stay later than 7am for cleaning, etc.
- **DAYTIME SHELTERING:** When Code Blue is activated for daytime sheltering due to temperature thresholds, it is expected that funded daytime shelters will operate at a minimum between the hours of 9:00am – 3:00pm. This means you will likely have staff coverage start prior to that and stay later than 3pm for cleaning, etc.
- Projects will need to clarify, if they can stay open during the day if the temperature warrants such operations, or if because of other activities, they will not be able to serve people during the day, so the

City can plan for alternate daytime sheltering, if warranted.

- Dedicate staff to updating bed enrollments in the Get Help system and perform intake procedures to maintain accurate data.
- Dedicate staff to be the point of contact for all communications through out the Code Blue season.
- Have policies & procedures.
- Train your staff.
- Implement a cleaning schedule and protocol.
- Ensure safety of guests, likely by having security on site.
- Wheelchair accessibility is preferred for all shelters.
- Organizations should be able to provide operational protocols and structures. Example: security, hours of operations, cleaning and set up of facility, coordinate and supervision of facility staff; operating protocols for floor supervision and implementation of nurses, food service, and/or other service providers.
- Organizations and facilities should consider how they can flex the number of residents housed in a shelter, or number of hours of consecutive operations to accommodate emergency situations.
- Facilities should plan for appropriate food and drinks on site, maintenance of facility, laundering of the bedding, security, psychiatric de-escalations when needed, and light first aide needs, etc.
- Organizations that can demonstrate sufficient staffing for data management and data entry for all nightly and daily residents is preferred.
- The City may provide some consumable supplies (to be determined).
- Security costs can include armed and unarmed security, floating security, and safety teams that can de-escalate crises in shelter as they occur.
- Shelters are encouraged to serve all populations but special consideration will be given to those that serve families, those with mental illness or substance abuse history, or residents who are LGBTQ+.

3. Transportation Provider

During the 2025-2026 Code Blue season, a transportation model was piloted that utilized Rally Points and Shuttles. The purpose of the Rally Points was to have dedicated locations where unhoused people could show up, stay warm, and wait for the shuttle to pick them up and transport them to shelters. DHS was gifted three shuttle busses from Bi-State and these were utilized for the transporting. This model is intended to be utilized during this year's Code Blue activities as well but would like to provide some expansion, to cover more parts of the City.

The City is looking for providers that can assist with this huge effort. This activity is vital to Code Blue, providing residents in the community transportation to warm shelters. Organizations are encouraged to apply if they can provide options for the following services:

- Ability to hire drivers to drive the City shuttles for transport.
- Ability to procure insurance for non-city employees that will be driving the City vehicles.
- Ability to leverage their own organizational transportation to use for night-of services. This could include utilization of an organizations own vehicles/busses and their drivers.

The City would be providing the parking of the City busses when not in use, provides the gasoline, and maintenance of the City vehicles. Organizations that would like to apply to assist with this critical activity would be able to cover their staff costs for this project. Organizations proposing to use their own vehicles, may include in their budget their maintenance and gas costs, in addition to their staffing costs. It is highly recommended that each bus be staffed with two people, a driver, and a facilitator, that handles getting the names of people getting on the bus, reserve shelter beds for them, and ensures the shelters on the route still have available beds for the number of people boarding the bus. The City may be able to dedicate support to the facilitator role on each bus.

Last year, there were 3 shuttle routes, each with 4-6 stops made on each route. Depending on the organization that would apply and be funded, these routes and stops may be adjusted for this year's Code Blue operations; in addition to adding additional routes. The transportation occurs between the hours of 4:00pm – 8:00pm, roughly. On occasion, the hours fluctuated. The goal was to end transporting by 7:00pm, but many of the nights due to traffic, making extra stops, coordinating drop offs, and etc, the busses occasionally worked past 7:00pm. On occasion the City busses had mechanical issues, and having an additional provider that could fill in to support the operation when emergencies arrive would be additionally very helpful to this project.

4. Data Solutions

A shortcoming of last year's Code Blue strategy, was the lack of advance planning to ensure consistent, accurate, complete and reliable data collection across all shelter sites. While timing was a contributing factor, stronger planning and standardized data collection procedures will improve the quality of the information gathered. There are a few options under this category of Data Solutions which organizations may be interested in applying for funding to support Code Blue activities. Organizations are encouraged to submit proposals for just their own project or as a collaborative project with other parties, to propose solutions to any of these issues identified:

- Get Help is a Continuum of Care required platform, by which all funded shelters should be using daily, if not hourly, to update their bed occupancies and vacancies and receive referrals. To be an effective system serving the unhoused street outreach workers and United Way 211 call takers need to have a reliable system telling them if and where beds can be located and reserved. To date, it is widely known that not all shelters are compliant with this requirement. With this Code Blue funding, the City would

like to pilot a solution, or multiple solutions to assist with getting all shelters on board and comfortable using this platform daily/hourly.

- **Data Collection / Data Navigation:** A possible solution which has been utilized in the past to ensuring data is collected and entered into a system, is by use of hiring people to fill a role called Data Navigator. This is a person well versed in the Get Help and/or HMIS systems, that will roam the Code Blue shelters and collect data and help in inputting that data to the system.
- **Data Reporting / Data Visualization:** The City would like to have on its Code Blue webpage, a mechanism of reporting out daily, weekly, and/ or season to date data. Providers that can propose a solution for data reporting and visualization is welcomed to apply for funds to assist with this. This could include combining this role with one of the other roles listed above. The data to be reported at a minimum would include vacancies/occupancies, turn aways, weather information, but could be proposed to be richer data which could include demographics, analyzing how many nights people accessed shelter, how many people only came into shelter once, reporting on shuttle data, where people were picked up on shuttle routes, etc.

DHS SUPPLIES SUPPORT

Historically DHS has assisted in providing supplies to emergency shelter and non-funded organizations and will continue to assist in this manner for this year's Code Blue Strategy. Supplies that have been provided to organizations during winter operations have been cots, blankets, cleaning supplies, hats, gloves, personal hygiene products, and transportation/bus passes. For convenience and expediency organizations are advised to include supplies as a line item within their project budget requests. DHS can make supplies purchases at discounted rates, and will continue to support winter operations where possible. It must be noted, however, that DHS has to be accountable for and must provide reporting metrics as requested to other governmental agency funders and therefore has adopted the following policies and procedures.

- All supply requests must be made in writing (via email) with a minimum of 48-hour advance notice.
- The requester must arrange and provide for pickup of supplies.
- Supplies specifically used for winter operations, if unused or in decent condition must be returned at the end of the winter season.
- Request for supplies which are distributed to program participants (such as bus passes) must have the program participant sign for the passes, and those signature logs must be turned into DHS before any further requests will be granted.
- All supplies distributed from DHS must be signed for by a person representing the requester organization.

IMPORTANT REQUIREMENTS

Equal Access

Organizations and agencies receiving funding from the City of St. Louis shall not discriminate or withhold services on the basis of race, color, religion, national origin, ancestry, disability or health-related condition, familial status, marital status, sex, gender identity, gender expression, sexual orientation, veteran status, or source of income. HUD's Equal Access Rule at 24 CFR 5.105(a)(2) shall be followed.

Fair Housing Act

The City of St. Louis must ensure that the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, Title II of the Americans with Disabilities Act will be upheld and followed. This Act prohibits discrimination in housing and housing-related transactions because of disability. Section 504 of the Rehabilitation Act prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

Low Barrier Access

The coordinated entry system prohibits the “screening out” of clients “due to perceived barriers relating to housing or services, including, but not limited to, too little or no income, active or a history of substance use, domestic violence history, resistance to receiving services, the type or extent of disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal records – with exceptions for state and local restrictions that prevent projects from serving people with certain convictions.” As referenced from CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System. Published 1/23/17, page 11.

“Get Help” Application

Currently the City and the Continuum of Care require shelters to utilize the “Get Help” application to report bed openings and receive referrals through. Emergency Shelters and other organizations working with the unhoused must comply with the Continuum of Care guidance for reporting bed vacancies, retrieving and making referrals. Data will be monitored for compliance. HMIS enrollments should have “Get Help” referrals logged.

Inclement weather short term shelter projects, such as pop-up and walk-up shelters may be exempt from the Get Help requirements, but these types of projects, if receiving funding from the City of St. Louis will need to provide information in their proposal that states how they will make their services known to the community, to the unhoused, and ensure they are participating in data collection, and working with the Continuum of Care Inclement Weather organizers.

REVIEW & SELECTION PROCESS

Proposals will be evaluated according to the following process:

1. Review and evaluation of the proposals by the Homeless Services Division (HSD) and the City Selection Committee Members for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Process utilizes Exhibit E & F.
2. The Selection Committee where each member shall discuss and vote on selection of applicants to perform the services requested in the RFP.
3. DHS Homeless Services Division will provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

Each member of the Selection Committee shall vote to select applicants to perform the services requested in the RFP. If presentations have been made, the Selection Committee shall defer the selection vote until after presentations are complete. After the PSA Committee’s review process and decision-making meeting, DHS Homeless Services Division will

provide written notification to all applicants regarding selections. This communication will further discuss the process for awarding contracts.

SELECTION CONSIDERATIONS

In addition to the Proposal Requirements noted above, and as per City of St. Louis rules and procedures, the Selection Committee, in deciding to select an agency to provide professional services, shall consider, at a minimum, the following, as related to the selection:

- Specialized experience, qualification and technical competence of the agency, its principles, project manager, and key staff.
- Ability of the agency to provide innovative solutions.
- Approach to the project.
- The capacity and capability of the agency to perform the work with the time limitations.
- Past record and performance of the agency with respect to compliance, cost control, and quality of work.
- Fees or fee structure for work performed and the applicant's ability to provide solid fiscal accountability to the project.
- The availability of financial and operating resources of agency to complete the work.
- M/WBE and/or DBE participation
- Ability of the agency to meet statutory or ordinance requirements.
- Applicant is a non-profit organization in good standing.
- The applicant's commitment to be a good neighbor that protects the safety and the privacy of program participants and neighbors.
- The applicant's ability to adequately describe and address requirements set out in the RFP.
- The ability to track clients through the progression of services being provided.
- The applicant's plans to involve and empower unhoused people to participate in decision-making and project operations.

RFP TERMS & CONDITIONS

1. The City reserves the right to reject any proposal submitted; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate respondents for various components of the scope of services; to select final team members from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any agency. Respondents may be asked to make one or more presentations and participate in interviews.
2. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each proponent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.
4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the City.
5. All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All

proposals will be considered public records, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

6. The proposed activities within an applicant's proposal must meet the funding priority and eligible components as stated within the RFP.
7. **Applicant must have a Unique Identity Number (formerly known as a DUNS Number).**
8. **Applicant must have registered in the System for Award Management (<https://www.sam.gov/SAM/>) before a contract can be awarded and are strongly encouraged to start the registration process on [www.SAM.gov](https://www.sam.gov) as soon as possible.**
9. Applicant must be current with IRS Form 990 filings (when applicable) or be under an automatic or approved extension.
10. Applicant must have completed all required federal audits (if applicable).
11. Applicant must be current on filings of all federal, state, or local taxes.
12. Applicant must not have any unresolved or open HUD audit or monitoring findings.
13. Applicant must be in good standing with the State of Missouri and City of St. Louis **(Please note applicants must have a current business license or be deemed exempt by the License Collector's Office).**
See: <https://www.stlouis-mo.gov/government/departments/license/business-license-info/> and <https://www.stlouis-mo.gov/government/departments/license/business-license-info/Graduated-Business-License-Process.cfm>
14. Applicant's proposed activities in the City of St. Louis must take place in a building approved for occupancy by the City of St. Louis. See: <https://www.stlouis-mo.gov/government/departments/public-safety/building/permits/occupancy-permits/commercial-occupancy-permits.cfm>
15. Applicant must not be on the federal Excluded Parties List (debarred). See: <https://www.dol.gov/agencies/ofccp/debarred-list>

CONTRACT OBLIGATIONS SUBJECT TO APPROPRIATION

The award and performance of any contract or agreement that results from this RFP is subject to appropriation of funds for such purposes by the City, including re-appropriations for each fiscal period. The City reserves the right to not appropriate funds in any fiscal period to make the payments required under any agreement or contract. In the event funds are not appropriated in any fiscal period for the purposes of making payments as required, any agreement or contract for which the payments are not appropriated shall terminate without penalty or expense to the City whatsoever.

EARNINGS TAX REQUIREMENTS

Every contract for services executed on behalf of the City shall require certification from the Collector of Revenue dated not more than thirty (30) working days prior to the execution of the contract stating that the contractor has paid all City earnings taxes due as of the date of the certification and has filed all returns of earnings tax and payroll expense tax required to be filed as of the date of the certification and from the License Collector that the contractor has a current business license, if applicable. Any contract for services executed without such certifications shall be void and of no force or effect.

Every contract for services executed on behalf of the City shall reflect a deduction of the earnings tax at the rate of one per cent on the amount of each payment, subject to subsequent adjustment or refund when the subject earnings tax return is filed.

PROHIBITED CONTRACT CLAUSES

The City will not accept any contract awarded following this RFP that includes a limitation of liability clause. Limitations of liability clauses include, but shall not be limited to:

- Monetary caps on the amount a vendor or contractor will pay to the City under any circumstances.
- Limits on categories of risks or liabilities for which a vendor or contractor will compensate the City.
- Limits on or disclaimers of certain damages.
- Limits on when the City can bring a breach of contract or breach of warranty claim.
- Limits on when the City can bring a tort claim.

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)

The City of St. Louis is committed to promoting fair and open competition for M/WBEs seeking to do business with the City of St. Louis. The 2015 Disparity Study led to Ordinance 70767, which outlined the City's Minority and Women-Owned Business Enterprises (M/WBE) Program. This program was implemented "to take all necessary, reasonable, and legal action to alleviate documented disparity and ensure that all businesses are afforded the maximum opportunity for participation in the City's contracting. The M/WBE program shall ensure that the City of ST. Louis contracts are awarded in a manner that promotes economic inclusion of all segments of the business population, regardless of race, sex, or gender, to maximize the economic vitality and development of the City of St. Louis." To align with this policy the Homeless Services Division shall provide an incentive credit during the evaluation of proposals that include a copy of the M/WBE certification approval letter issued by the M/WBE Program."

PUBLIC RECORDS LAW

Any Contractor awarded this contract acknowledges that the City is a "public governmental body" under and subject to the State of Missouri's Sunshine Law (the "Act"), Revised Statute of Missouri § 610.010 et seq. The City will not give prior notice of receipt of a request under the Act for any record that has been provided to it by Contractor, nor of any record disclosed pursuant to the Act. Nothing in any awarded contract shall supersede, modify, or diminish in any respect whatsoever any of the City's rights, obligations, and exceptions under the Act, nor will the City be held liable for any disclosure of records, including information that City determines in its sole discretion is a public record subject to disclosure under the Act.

MISSOURI UNAUTHORIZED ALIENS LAW

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended (the "Missouri Unauthorized Aliens Act"). As a condition to the award of any such agreement, the successful respondent shall, pursuant to the applicable provisions of the Missouri Unauthorized Aliens Law, by affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the agreement. The successful respondent shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement pursuant to the Missouri Unauthorized Aliens Law. Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <https://ago.mo.gov/criminal-division/public-safety/unauthorized-alien-workers>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site at <https://everify.uscis.gov/enroll>.

LIVING WAGE AND SERVICE CONTRACT PREVAILING WAGE

The City of St. Louis presently has in force a Living Wage Ordinance (#65597) applicable to contracts of \$50,000 or more in any twelve-month period, with limited exceptions such as non-profit organizations. The City posts through the Airport Authority an Annual Living Wage Adjustment Bulletin specifying the current Living Wage. Any proposal or bid must reference the current Living Wage and, if applicable, demonstrate how the contractor shall comply with Ordinance 65597. <https://www.stlouis-mo.gov/internal-apps/legislative/upload/Ordinances/BOAPdf/65597x00.pdf>

The City of St. Louis presently has in force a Service Contract Prevailing Wage Ordinance (#62124) containing Minimum Prevailing Wages and Minimum Prevailing Benefits. Service Contract Minimum Prevailing Wages and Minimum Prevailing Benefits for specific occupations for the St. Louis area are determined and published by the U.S. Secretary of Labor. Any proposal or bid must demonstrate how the contractor shall comply with Ordinance 62124 to the extent it is applicable. Per Ordinance 65597, contracts subject to the Service Contract Minimum Prevailing Wage and the Living Wage must pay a minimum wage and benefits package that is the greater of the two.

MISSOURI STATUTE - ISRAEL ENGAGEMENT ACTIVITY

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to [Certification under Revised Statutes of Missouri Section 34.600](#). If a contract or grant exceeds \$100,000 in value, and Subrecipient has 10 or more employees, then as a condition for the award of a contract or grant, Subrecipient, shall, pursuant to the provisions of Section 34.600 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit affirm and certify that Subrecipient is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the state of Israel; or persons or entities doing business in the state of Israel. <https://revisor.mo.gov/main/OneSection.aspx?section=34.600>

Any Contractor awarded this contract shall procure and maintain General Liability Coverage, Automobile/Motor Liability Coverage (including non-owned and hired vehicle coverage), and Worker's Compensation Insurance, and no coverage amounts listed shall be construed to limit the liability of the Contractor. The Contractor awarded this contract shall provide a Certificate of Insurance to the City of St. Louis prior to the execution of this contract, with "The City of St. Louis" listed as an Additional Insured to the policy. Certificates attesting to the coverage and naming the City of St. Louis as additional insured shall be mailed to:

Department of Human Services, Homeless Services Division
1520 Market St., Room 4062, St. Louis, MO 63118

The Contractor's Insurance provider shall be authorized to transact business in the State of Missouri and registered with the Missouri Department of Insurance – Financial Institutions & Professional Registration. Such Insurance company must have a financial strength of "A-" or better and a financial class size IV or greater as indicated in A.M. Best's Key Rating Guide. (<http://www.ambest.com/home/default.aspx>).

Such liability insurance coverage must also extend to damage, destruction and injury to City owned or leased property and City personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, Consultants, subcontractors, licensees, invitees, representatives, and independent Consultants and, contractual liability insurance sufficient to cover Consultant's indemnity obligations hereunder. The City will have no liability for any premiums charged for such coverage, and the inclusion of the City as an Additional Insured is not intended to and does not make the City a partner or joint-venture with Consultant in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the City when any policy issued to the City provides duplicate or similar coverage and, in such circumstances, the City's policy will be excess over Consultant's policy.

TERMINATION RIGHTS

Any contract awarded may be terminated by the City for convenience and without cause upon thirty (30) calendar days written notice delivered to Contractor, in which event Contractor shall be paid for all work performed up until the date of termination.

Any contract awarded may be terminated by either party for cause upon ten (10) calendar days written notice delivered to the other should the other party fail substantially to perform in accordance with the Agreement's material terms. The non-performing party may use this ten (10) day notice period as an opportunity to cure any failure to substantially perform. If the Contractor abandons this contract, it shall indemnify the City against any loss caused by said abandonment.

ATTACHED EXHIBITS

Exhibit A: Proposal Cover Sheet, page 21 - 22

Exhibit B: Scope of Work – Emergency Shelter Provider, page 23 - 26

Exhibit C: Scope of Work – Transportation Provider, page 27 – 28

Exhibit D: Scope of Work – Data Solutions, page 29 - 30

Exhibit E: Proposal & Attachments Instructions, page 31

Exhibit F: Project Evaluation Rubric – page 32 - 33

Exhibit G: Financial Capacity Rubric – page 34

(Note: Budget excel document available online)



CODE BLUE 26/27 RFP

PROPOSAL COVER SHEET

Type of Application:

- ☐ Emergency Shelter – Overnight ☐ Emergency Shelter – Daytime
- ☐ Transportation Provider ☐ Data Solutions

Organization Name	
Project Name	
Project Address:	
Organization Address (if different)	
Organization Telephone	
Organization Fax #	
Organization Website	
Organization DUNS #	
Organization UEI (Unique Entity Identification) #	
ORGANIZATION'S RESPONSIBLE PARTIES	
Executive Director Name	
Executive Director Email	
Executive Director Telephone #	
Program Lead or Manager Name & Title	
Program Lead Email	
Program Lead Person #	
Finance/Accounting Lead Person Name & Title	
Finance/Accounting Lead Person Email	
Finance/Accounting Lead Person Telephone #	

PROPOSAL REQUEST – EMERGENCY SHELTERS:

1	Equitable Rate (See Scope of Work – Line # 7)	\$
2	Amount of Funds Requested	\$
3	List Any Match the Organization is adding to the project	\$

PROPOSAL REQUEST – OTHER PROJECTS:

1	Amount of Funds Requested	\$
2	List Any Match the Organization is adding to the project	\$

ORGANIZATION FUNDS RECEIVED:

Please provide all funds received by your agency from any department of the City of St. Louis, for the last 24 months.

Grant Source	Grant Amount	Date Funds Expire	# of Years Received
Emergency Solutions Grant			
Continuum of Care			
Domestic Violence			
Proposition P			
Proposition S			
Health Division Grant			
Affordable Housing Grant			
Community Development Commission			
Emergency Solutions Grant-Coronavirus			
Cares Act Funds – STL City CARES (HP)			
Treasury ERAP Funds			
Other Funds Provided Due to Pandemic			
Other:			

See EXHIBIT E the Narrative and Attachment Guidance.

Scope of Work

2026 – 2027 Code Blue

Emergency Shelter Application

Subrecipient/Organization Name:

Project Type/Name:

This document should provide for the City of St. Louis the project overview, deliverables, and expected outcomes and will be a part of the executed contract between the City of St. Louis and the Subrecipient.

1	Number of Facilities for Sheltering	
2	Total Number of Beds Proposed for Sheltering (across all facilities if you have multiple sites)	
3	Level of Activation for your sites (see chart in RFP, page 5)	
4	Estimated Number of Nights of Operations (see chart in RFP, page 5)	
5	Estimated Number of Days of Operations (see chart in RFP, page 5)	
6	Total Estimated Number of Days and Nights of Operations (Add Line 4 and Line 5 above)	
7	Equitable Rate (Formula): # beds X # nights/days operating x \$50 #2 above X #6 above X \$50 rate	\$
8	Amount Requested	\$
9	What is the lowest amount of funding you would accept to operate this project?	\$
10	Population to be served?	
11	What is the address of each shelter site?	

EQUITABLE RATE (# OF BEDS X # OF PROJECTED NIGHTS OF OPERATIONS X \$50)	#7 from cover sheet
REQUESTED BUDGET AMOUNT (BASED ON REAL PROJECTED EXPENSES)	
TYPE OF SHELTER (OVERNIGHT, DAYTIME)	
TOTAL # OF BEDS PLANNED FOR	
NUMBER OF ADDED FLEX CAPACITY (in emergencies, how many beds do you think you could add)	
AT WHAT CODE BLUE LEVEL WILL YOU ACTIVATE?	
WHAT PART OF CITY WILL YOUR SHELTER BEDS BE IN? (North, South, East, West, Downtown, Central Corridor)	
POPULATION TO BE SERVED (Adults, families, special populations, etc). IF SERVING MULTIPLE POPULATIONS EXPLAIN THE LAYOUT OR SEPARATION MEASURES TO BE TAKEN.	
IS THIS PROPOSAL FOR A SINGLE ORGANIZATION'S OPERATIONS, OR IS IT A COLLABORATION. LIST ALL PARTNERS AND THEIR ROLES.	
IS THE FACILITY WHEELCHAIR ACCESSIBLE?	

HOW MANY BATHROOMS ARE IN THE FACILITY? (Number of rooms / Number of toilets)	
HOW MANY HAND-WASHING SINKS ARE IN THE FACILITY?	
HAS THE FACILITY HAD A CITY INSPECTION IN THE LAST YEAR? IF SO, PLEASE STATE TYPE (FIRE MARSHAL, HEALTH DEPT, BUILDING DIV, ETC.) AND DATE.	
EXPLAIN YOUR CLEANING & FACILITY SET UP PLAN.	
WHAT IS YOUR FACILITY MAINTENANCE PLAN?	
EXPLAIN YOUR SECURITY PLAN.	
EXPLAIN YOUR STAFFING PLAN TO INCLUDE SUPERVISION OF STAFF (Number to hire, staff positions, etc.)	
WHAT ARE YOUR OPERATING PROTOCOLS FOR FLOOR SUPERVISION (Staff to Client ratio, etc)?	
EXPLAIN YOUR MEALS / SNACKS / DRINKS PLAN.	
EXPLAIN YOUR SUPPLIES & LAUNDERING PLAN (What you'll purchase, what you need assistance with, and explain your laundering plan)	

EXPLAIN HOW INTAKE WILL BE ACCOMPLISHED TO INCLUDE DATA COLLECTION & GET HELP UPDATING)	
WHAT MEDICAL PROVISIONS WILL BE PROVIDED (Nurse on site, first aid, trained medical staff, etc)?	
WHAT BEHAVIORAL HEALTH PROVISIONS WILL BE PROVIDED OR ACCOMMODATED?	
WHAT ARE YOUR PLANS FOR PSYCHIATRIC DE-ESCALATION (If/when warranted)?	
WILL THERE BE OTHER SERVICE PROVIDERS ON SITE, AND EXPLAIN?	
ANY OTHER HEALTH / SAFETY PROVISIONS YOU WILL UTILIZE	

Contact Information

Project Point of Contact Name: Phone: Email:	Financial Point of Contact Name: Phone: Email:
--	--

Note: See Request for Proposal (RFP) document for submission requirements.

DHS Approval Signature/Date:

Scope of Work

2026 – 2027 Code Blue

Transportation Provider Application

Subrecipient/Organization Name:

Project Type/Name:

This document should provide for the City of St. Louis the project overview, deliverables, and expected outcomes and will be a part of the executed contract between the City of St. Louis and the Subrecipient.

PROVIDE A BRIEF OVERVIEW OF YOUR ORGANIZATION, INCLUDING THE SERVICES YOU PROVIDE.	
NUMBER OF YEARS IN BUSINESS.	
BRIEFLY EXPLAIN WHAT SERVICE YOU CAN PROVIDE (DRIVERS, VEHICLES, BOTH, ETC.)	
WHAT LICENSES DOES YOUR ORGANIZATION REQUIRE OF DRIVERS?	
WOULD YOUR INSURANCE COVER DRIVERS THAT ARE DRIVING CITY-OWNED VEHICLES?	
WOULD YOUR ORGANIZATION PROVIDE TWO STAFF PER VEHICLE DRIVEN (ONE DRIVER,	

ONE BACKUP PERSON HANDLING SECURITY, ETC)?	
DO YOU HAVE THE CAPACITY TO OPERATE AND TRANSPORTATION WITH ONLY A 72 HOUR ADVANCE NOTICE? WHAT ABOUT ONLY A 48 HOUR ADVANCE NOTICE?	
HAS THE FACILITY HAD A CITY INSPECTION IN THE LAST YEAR? IF SO, PLEASE STATE TYPE (FIRE MARSHAL, HEALTH DEPT, BUILDING DIV, MODOT, ETC.) AND DATE.	
FEEL FREE TO ADD ANY ADDITIONAL INFORMATION WE SHOULD BE AWARE OF.	

Contact Information

Project Point of Contact

Financial Point of Contact

Name:

Name:

Phone:

Phone:

Email:

Email:

Note: See Request for Proposal (RFP) document for submission requirements.

DHS Approval Signature/Date:

Scope of Work

2026 – 2027 Code Blue

Data Solutions Application

Subrecipient/Organization Name:

Project Type/Name:

This document should provide for the City of St. Louis the project overview, deliverables, and expected outcomes and will be a part of the executed contract between the City of St. Louis and the Subrecipient.

PROVIDE A BRIEF OVERVIEW OF YOUR ORGANIZATION, INCLUDING THE SERVICES YOU PROVIDE.	
NUMBER OF YEARS IN BUSINESS.	
DOES THIS PROPOSAL SUPPORT GET HELP, HMIS OR SOME OTHER DATA SOLUTION?	
BRIEFLY EXPLAIN WHAT SERVICE YOU CAN PROVIDE (Get Help Support, Data Navigation, Data Collection / Data Navigation, Data Visualization, Reporting, Etc.)	
PROVIDE DETAILS FOR HOW THE SERVICE YOU ARE PROVIDING WILL HELP CODE BLUE	

WHAT DELIVERABLES, OUTCOMES, OR OUTPUTS WILL YOU PROVIDE?	
WILL YOU UTILIZE EXISTING STAFF OR HIRE STAFF? HOW MANY STAFF WILL CONTRIBUTE TO THE PROJECT	
EXPLAIN THE STAFFING PLAN, AND WHEN THE STAFF WILL WORK	
EXPLAIN WHAT STAFF WILL BE RESPONSIBLE FOR COMPLETING.	
WHAT OTHER EXPENSES WILL YOU INCUR THAT WILL NEED REIMBURSEMENT	
FEEL FREE TO ADD ANY ADDITIONAL INFORMATION WE SHOULD BE AWARE OF.	

Contact Information

Project Point of Contact	Financial Point of Contact
Name:	Name:
Phone:	Phone:
Email:	Email:

Note: See Request for Proposal (RFP) document for submission requirements.

DHS Approval Signature/Date:

PROPOSAL & ATTACHMENTS INSTRUCTIONS

Exhibit E

In addition to submitting the *Proposal Cover Sheet and the Scope of Work, and budget* the applicant will need to adhere to these instructions and provide the below listed attachments.

All proposals submitted to HSD must include the following items:

- Project Cover Sheet (3 pages) – Exhibit A
- Scope of Work – Exhibit B
- Budget (utilizing template provided)
- All Attachments (one set per agency)
- Email Proposal to **hsd-proposals@stlouis-mo.gov**, as 2 documents.
 - 1st Document: Shall contain cover sheet, proposal narrative and budget
 - 2nd Document: Shall contain all of the attachments.
- Narrative should be no more than 5 pages.

DOCUMENT #1:

1. Cover Sheet – Exhibit A
2. Scope of Work – Exhibit B
3. Budget – Exhibit C

DOCUMENT #2:

These attachments are non-negotiable. If they are missing, provide a page with the title of the item and a brief explanation about why it is not included. Please understand if any of these are missing, you risk not being funded.

- A. Evidence of 501 (c) 3 status*
- B. Copy of System for Award Management (SAM) Report
- C. Agency Organizational Chart
- D. Current List of Agency's Board of Directors (with what their work affiliation is)*
- E. Federal Form 990*
- F. Memorandum of Understandings (MOUs) for any significant project partnerships (if applicable)
- G. Agency Yearly Budget
- H. Recent A133 or the most recent audit
- I. Recent Income Statement
- J. Balance Sheet for the last three (3) years
- K. The recent statement of Cash Flows
- L. Letter of support from the Alderman/woman of the Ward the Agency is located within. If unable to acquire, may provide Letter of Support from any Alderman/woman.*

*Food Provider and Transportation Provider applicants are not required to submit some of these items, due to the type of business they operate.

Proposals are highly encouraged to be submitted to the below address by 4:00 p.m, August 10, 2026.

All proposals are now accepted electronically to **hsd-proposals@stlouis-mo.gov**.

If a group/organization needs to drop off paper proposals they can be submitted to this address:

Department of Human - Homeless Services Division
Attn: Amy Bickford
1520 Market Street, Room 4065, St. Louis, MO 63103

Reviewer Number: _____

Project Evaluation Rubric – CODE BLUE 2026 - 2027 RFP

Organization's Name:	
Project Name:	
Equitable Rate:	
Amount Requested:	
Type of Shelter:	
Number of Beds to be Provided:	
Number of Added Flex Capacity:	
Code Blue Level of Activation:	
City Geographic Location:	
Population to be Served:	
Single Organization or Collaboration (list parties)	

RFP COMPLETENESS BONUS POINTS				
	Scale Complete – 5 points Mostly Complete – 3 points Barely Complete – 0 points	Criteria to be met	Points Possible	Points Awarded
1		Cover Sheet – On Time & Complete	1	
2		Scope of Work Document Completeness	1	
3		Attachments Completeness (DEDUCT 1 POINT FOR EACH MISSING ATTACHMENT)	10	
4		Met Deadline with all other requirements met	3	
SCOPE OF WORK CONTENT & DETAIL				
	Scale Exceeds: 7–10 points Mostly Meets: 4-6 points Below / Not Met: 0-3 points	Criteria to be met	Points Possible	Points Awarded
1	ACCESSIBILITY	Is facility wheelchair accessible?	5	
2	BATHROOMS	Does the number of bathrooms/toilets seem right for # served?	5	
3	SINKS	Are there adequate numbers of sinks/handwashing units?	5	
5	INSPECTION	Full points if both building and health inspections. Less points if these will need to be performed.	5	
6	CLEANING / SET UP	Is there an adequate plan for cleaning, staff assigned, daily procedures, etc?	5	

7	MAINTENANCE	Does the maintenance plan make sense?	5	
8	SECURITY	Has the organization appropriately planned for the safety of guests and staff. Will site be secured?	10	
9	STAFFING PLAN	Does the staffing plan seem adequate? Client : Staff Ratio. Proper supervision, shifts make sense?	5	
10	SUPERVISION PROTOCOL	Will there be supervision on site at all hours of operation? Does it seem adequate? Is training of staff being addressed?	5	
11	MEAL PLAN	How does the shelter plan to offer meals? Is it adequate? Will prep be on-site, or food delivered?	5	
12	SUPPLIES / LAUNDRY	Do they have an adequate plan to ensure laundering is regular, and they've accounted for supplies?	5	
13	INTAKE / GET HELP	Will they have dedicated staff collecting data, maintaining Get Help, performing intake, and will HMIS also be utilized?	20	
14	MEDICAL PROVISIONS	Have medical needs been accounted for in some capacity?	5	
15	BEHAVIORAL HEALTH	Full points means they will have on site behavior health services, but if they have other plans, that seem plausible, award points accordingly.	5	
16	DE-ESCALATION	Do they understand the need for this? Do they have a plan to handle escalating behaviors?	10	
17	OTHER SERVICES?		5	
18	OTHER HEALTH / SAFETY		5	
19	MWBE/MBE	If the project supplies documentation that it is a St. Louis City registered MWBE/MBE, award 10 bonus points	10	
20	MATCH	Match is not required, but if the project is adding match at 7% or more of the budget, add 10 points.	10	
Total Points Awarded Out of 125 20 Bonus Points Possible				

*There will be no scoring rubric for Transportation Providers. Any proposals and/or bids received for these two categories will be discussed by DHS team members, based on merit of proposal/bed, and pricing, as compared to other proposals/bids.

Financial Capacity Rubric – ESG-CV Project

Organization's Name:

Project Name:

Required Attachments:

- | | | |
|---|---|---|
| ☐ Evidence of 501 (c) 3 status | ☐ Detailed Project/Program Budget | ☐ Organizational Chart |
| ☐ Recent Income Statement | ☐ Federal Form 990 | ☐ Agency Budget |
| ☐ Recent statement of Cash Flows | ☐ Balance Sheet for last three years | |
| ☐ Current List of the Board of Directors | ☐ Recent A133 or most recent audit | |

	Questions	Exceeds Requirement (5)	Meets Requirement (3-4)	Below Requirement (0-2)	
1	Is the agency's budget complete and without error?				5/5
Comments:					
2	Was the Agency's A-133 or financial statements without Material weakness or deficiency? (If applicable)				5/5
Comments:					
3	Does the organization's most recent Income Statement ratios show that the agency is on solid financial footing?				5/5
Comments:					
4	Does the organizations last three years of balance sheets show a stable financial picture?				5/5
Comments:					
5	Does the organization's Statement of Cash flows show positive ratios?				5/5
Comments:					
				Total Points Available	25
	Total Up Each Column, then sum the columns in "Final Total Score" box to the right.	Column Total	Column Total	Column Total	Final Total Score

Financial Capacity:

Exceeds Requirement (20-25),
Meets Requirement (11-19),
Below Requirement (0-10)