

1.0 INTRODUCTION

- 1.1 Jackson County, Missouri is seeking proposals for the Jackson County, Missouri Housing Resources Commission to provide 2025 funding for Homeless Services for homeless individuals and families in Jackson County, Missouri.
- 1.2 Jackson County, Missouri Request for Proposal No. 26-050 has a response deadline of **2:00 p.m., CDT on October 13, 2026**. You must indicate your Intent to Bid by **1:00 PM, CDT on October 13, 2026**, to successfully submit your proposal response.
- 1.3 Proposal must be submitted electronically through the Jackson County Bonfire Portal at <https://jacksongov.bonfirehub.com>. Bids submitted by any other method will not be accepted.
- 1.4 Jackson County reserves the right to accept or reject any or all proposals.
- 1.5 Jackson County reserves the right to waive informalities or irregularities.
- 1.6 Jackson County reserves the right to modify the scope based but not limited to budget, environmental conditions, or performance.
- 1.7 Jackson County reserves the right to award the contract in whole or in part.
- 1.8 Jackson County reserves the right to request clarifications on any bid.
- 1.9 Jackson County reserves the right to add and/or delete locations as necessary.
- 1.10 Jackson County reserves the right to cancel or reissue the RFP at any time if deemed in the County's best interest.
- 1.11 The term of this contract shall be Twelve Months.
- 1.12 A user fee of three (\$3.00) dollars is currently being charged and collected on all instruments recorded with the Jackson County, Missouri Recorder of Deeds, over and above any other fees required by law, as a condition precedent to the recording of the instrument. The funds resulting from the collection of this user fee are being used to provide financial assistance to agencies providing housing for the homeless.
- 1.13 The Jackson County, Missouri Housing Resources Commission has been designated by Section 9057 of the Jackson County Code, 1984 as the authority to administer the allocation and distribution of the funds to agencies, in the manner provided in Sections 67.1062 through 67.1071 of the Revised Statutes of Missouri.

2.0 QUESTION PROCEDURE

- 2.1 All Questions regarding this Request for Proposal shall be communicated electronically through the Jackson County Bonfire Portal via the Opportunity Q&A on the Request for Proposal.
- 2.2 All questions must be received in the Bonfire Portal **by 5:00 p.m., CDT on October 3, 2026**.
- 2.3 All answers to questions will be published via Addenda/Amendment to the Request for Proposal on the Jackson County Bonfire Portal. Bonfire will only notify the Respondent(s) of questions answered and addendums issued if they have obtained this Request for Proposal through Bonfire.
- 2.4 Respondents and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) **must** follow this procedure. Respondents or their agents may not contact any other County staff regarding matters covered by this Request for Proposal during the solicitation and evaluation process. Inappropriate contact is grounds for REJECTION of the Respondent's submission.

3.0 BIDDING REQUIREMENTS

- 3.1 The Respondent shall be responsible for monitoring and reviewing any Addendum issued in connection with this bid. To ensure the submission of accurate information, Respondents are advised to delay bid submission until after the question-response deadline. Respondents will have the opportunity to revise their submissions up to the bid submission deadline.
- 3.2 MBE/WBE/VBE Goals: Compliance with Chapter 6 of the Jackson County Code for Minority, Women and VETERAN Business Utilization **may** be required on this Request for Proposal. The **MBE/WBE/VBE Participation Affidavit** (Attachment C) must be filled out and returned with your response. If the MBE/WBE/VBE Participation Affidavit has goals assigned, the Recommended Awardee(s) will be required to submit a **List of Intended Subcontractors** (LIS) to the Compliance Review Office for approval before the final award.
- 3.3 Compliance with Responsible Bidder's Ordinance: Compliance with Jackson County, Missouri Ordinance No. 5825 for Responsible Bidders **may** be required for this bid. Responsible Bidders Affidavit (included with the Purchasing Forms, Attachment 2) must be read, completed, notarized and included with your bid response. Failure to attach the notarized form with your bid response may result in the **REJECTION OF YOUR BID**.
- 3.4 PREVAILING HOURLY WAGE RATES: Compliance with the Prevailing Hourly Rate of Wages for Workmen **may** be required on this Contract pursuant to Section 290.262 RSMo 1994, the Division of Labor Standards, State of Missouri. The County's Annual Wage Order from the State of Missouri is included as part of this Invitation to Bid.
- 3.4.1 The Successful Contractor may request increases in Hourly Wage Rates quoted during the Term of the Contract only when the increase is equal to or less than the increase in the State of Missouri's Prevailing Hourly Rate of Wages for Workmen in that occupational title category. However, hourly rate increases will take effect only when the Successful Contractor has provided evidence in writing is such increases to the reasonable satisfaction of the Purchasing Supervisor and the Purchasing Department has indicated approval of such increase in writing.
- 3.4.2 PREVAILING WAGE RATES: Wage rates will only be utilized if a projected repair exceeds \$75,000.
- 3.5 W-9 Form: The Successful Contractor must provide a complete IRS W-9 Form for this Contract.
- 3.6 Document Submittal: All documents listed herein the Required Submittal (Section 9.0) shall be submitted individually per the required document. Please do not submit bulk PDF documents of all the required documents for each individually required document.
- 3.7 If respondent documents are obtained by the Respondent from a source other than Bonfire, it will be the Respondent's responsibility to verify all pertinent information (i.e. Response deadline, question deadline, Intent to Bid deadline, Addendums) in the Bonfire Portal.

4.0 AWARD REQUIREMENTS

- 4.1 Certificate of Insurance: The Successful Contractor will be required to submit to the Purchasing Department a Certificate of Insurance meeting or exceeding the positions of Item 15 "General Conditions" and Exhibit A included herein within ten (10) business days after receiving Notification of Award. The Certificate of Insurance must be received by the County prior to the commencement of any work on this contract.
- 4.2 Exempt Entity: Jackson County, Missouri is an exempt entity under Section 144.062 Revised Statutes of Missouri. Upon the request of the Successful Respondent, Jackson County will issue a project specific Missouri State Sales Tax Exemption Certificate to the Successful Respondent and their named subcontractors to be utilized during the performance of this Contract. The certificate must be requested prior to the purchase of any goods, supplies, materials and/or equipment. Under no circumstances will this certificate be backdated to cover goods, supplies, materials, or equipment already purchased.

- 4.3 Other Licenses: The Successful Respondent must provide, upon written request, evidence of current required Federal, State, and Local Occupational Licenses.
- 4.4 Insurance and indemnification: The Successful Respondent shall indemnify, defend and save harmless the County against all damages to persons and property which may arise out of the work included in the performance of this Contract, including all claims for personal injuries and property damage and all losses, costs, attorney's fees or judgements which may arise out of any claims against the County. The Successful Respondent shall purchase and maintain as a minimum such insurance as described in Exhibit A of this Request for Proposal. The Successful Respondent shall file with the County such Certificate of Insurance as described in Exhibit A and within the time specified in Exhibit A.
- 4.5 Dedicated email addresses: All Purchase Orders, Award Letters and other information will be issued to awarded Respondents via email. It is the Respondents' responsibility to **provide two (2) updated email addresses** for their company with their proposal. It shall also be the responsibility of the awarded Respondents to keep the County updated on any changes to their email addresses during the term of any resulting contract.
- 4.6 EXPERIENCE: The Successful Respondent must have a minimum of three (3) years' experience in the work described in the specifications and list references showing contracts held by your company, **providing the same services for other municipalities**. References and years' experience: **NOTE**: Do not list Jackson County, Missouri as a reference.
- 4.7 Upon request, the Successful Respondent must provide proof of being financially capable and solvent prior to awarding this contract.

SPECIFICATIONS

- 5.1 Scope of Work – Definitions: as used in this Request for Proposal, unless the context clearly requires otherwise, the following words mean:
- 5.1.1 Agency: An entity which provides housing – related assistance to the homeless population of Jackson County, Missouri.
- 5.1.2 Homeless: An involuntary state characterized by a lack of housing or shelter.
- 5.1.3 Bed Nights: An actual overnight stay which includes all of the resources needed to provide this service. This includes, but is not limited to lights, gas, water, food, linens, soap etc. \$100 per individual and \$150 per family.
- 5.1.4 Case Management: A procedure to plan, seek and monitor services from a variety of agencies and staff on behalf of a client, coordination or services, advocating for a client. Also does referrals.
- 5.1.5 Counseling: A procedure open used by clinical social workers and other professionals from various disciplines in guiding individuals, families, etc. by such activities as giving advice, delineating alternatives, helping to articulate goals and providing needed information.
- 5.1.6 Emergency Shelter: Immediate, temporary housing.
- 5.1.7 Mortgage/Rent Payment: Payment made on money borrowed on property or used to pay monthly rental on an individual's/family's residence.
- 5.1.8 Transitional Living: A residence program for people returning from some form of institutional living or homelessness to a relatively independent home in a community. These are usually short term.

- 5.1.9 Other – Food/Clothing etc.: Discretionary funds used by Case Management for food, meals, (prepared) and clothing items (s) to assist with the prevention of homelessness. Such disbursement shall be consistent with County funding guidelines and must be approved by Housing Resources Commission Board. Please submit letter or statement on company letterhead to explain the use of the “other” category.
- 5.2 Allowable Costs:
 - 5.2.1 Bed Nights
 - 5.2.2 Contractual Payments (including rent and mortgage payments on behalf of clients). Clients must present a demand letter form lender or landlord on company letterhead.
 - 5.2.3 Fringe Benefits (i.e. health insurance and FICA – limited to 20% of salary for Case Manager).
 - 5.2.4 Salaries (for Case Manager only). Include job description and pay rate.
 - 5.2.5 Utilities: Payment made on behalf of client to prevent homelessness; client must provide a payment demand notice on company letterhead.
 - 5.2.6 Other: Food/Clothing must be approved by Housing Resources Commission Board.
 - 5.2.7 Low-barrier shelter:
- 5.3 Examples of properly allowable costs: Allowed
 - 5.3.1 Salaries
 - 5.3.2 Fringe Benefits
 - 5.3.3 Rent or lease of real estate and capital equipment
 - 5.3.4 Contractual payments: including typical office and cleaning supplies
 - 5.3.5 Expendable supplies including typical office and cleaning supplies.
 - 5.3.6 Building materials, including paint, drywall, lumber, roofing materials, plumbing and electrical supplies, fasteners, and any other materials which lose its individuals when incorporated in a greater whole.
- 5.4 Non-Allowable costs:
 - 5.4.1 Building materials do not include appliances, lighting, fixtures or similar capital equipment which retains its individual character.
 - 5.4.2 Due to restrictions imposed by the Missouri constitution, public funds, including Jackson County, Missouri Housing Resources Commission Funds and Outside Agency Funds may not be used to purchase land, buildings or capital equipment.
 - 5.4.3 Examples of capital equipment that MAY NOT be purchased with County funds include computers, appliances, DVD players and recorders, televisions, automobiles, fixtures and drug testing.
- 5.5 Distribution of payments made by the County to all contracting agencies will be made quarterly after receipt by the County of invoices and an interim report from the agencies.
- 5.6 Areas of Focus for 2026 Homelessness:

5.6.1 Transitional Living

- 5.6.1.1 Bed Nights
- 5.6.1.2 Youth Services
- 5.6.1.3 Women and Children
- 5.6.1.4 Men/Alcohol and Drug Abuse
- 5.6.1.5 Domestic Violence

5.6.2 Emergency assistance

- 5.6.2.1 Utility Assistance
- 5.6.2.2 Food Assistance
- 5.6.2.3 Rental Assistance
- 5.6.2.4 Mortgage Assistance
- 5.6.2.5 Meals (prepared)

5.6.3 Prevention

- 4.6.3.1 Taxes and Foreclosures
- 4.6.3.2 Mortgage Assistance

5.6.4 Foster Care

- 4.6.4.1 Youth Transition to Permanent Housing
- 4.6.4.2 Education and Employment

5.7 Funding Amounts:

- 5.7.1 Maximum Amount \$15,000

6.0 PROPOSAL FORMAT

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

- 6.1.1 2026 Program Application - Cover Page, Agency Name, Address, Phone Number, Website, Principal Contact and Email Address, Amount Requested, New or Previously Funded and Program Classification.

- 6.1.2 Requested Purchasing Forms (see Section 9.0)

- 6.1.3 Agency Revenue Information:

- 6.1.3.1 List funding Sources: Cash Reserves and list all Jackson County, Missouri funding received in 2025. List partnerships with other Jackson County Missouri homeless service agencies

- 6.1.3.2 2025 Program Budget Request – list direct and indirect costs.

- 6.1.3.3 2025 Program Description.

- 6.1.3.4 2025 Program Target Population.

- 6.1.3.5 2025 Program Outcomes.

- 6.1.3.6 Agency Information

- 6.1.3.7 Board of Directors

- 6.1.3.8 Administrators

- 6.1.3.9 2024 IRS 990

- 6.1.3.10 2024 Audited Financial Statement

- 6.1.4 Experience and References: Provide at least three (3) examples of similar work performed and completed with other local municipalities and provide at least three (3) professional references. **NOTE:** Please do not include any County Associates name or any work performed on a Jackson County, Missouri project.
- 6.1.5 Expenses and costs incurred in the preparation of proposals in response to this Request for Proposal are the sole responsibility of the Respondent and shall not be reimbursed by Jackson County, Missouri.
- 6.1.6 Proof of Certifications, Licensing, and Insurance Documentation.
- 6.1.7 All proposals submitted in response to this Request for Proposal become the property of Jackson County, Missouri and will not be returned.
- 6.2 Failure to provide the requested information outlined in this Section may result in the reduction of evaluation/criteria points or possibly the **REJECTION** of your proposal.

7.0 EVALUATION PROCESS

- 7.1 All bids that are responsive to the General Conditions, Specifications, and other provisions of this Request for Proposal will be evaluated.
- 7.2 The Jackson County, Missouri Hosing Resources Commission will review submitted proposals to ensure the following:
 - 7.2.1 Proposals must meet the requirements of Section 67.1062 through 67.1071 of the Revised Statutes of Missouri.
 - 7.2.2 Proposals must meet the requirements in the Request for Proposal.
- 7.3 Jackson County, Missouri Housing Resource Commission shall be the sole judge of the proposal submitted, and its decisions shall be final.
- 7.4 Proposals will be evaluated to determine those which effectively demonstrate the most cost-effective delivery of services.
- 7.5 Financial capability and demonstrated due diligence.
- 7.6 Total cost and overall value to the County
- 7.7 Preference will be given to those proposals which:
 - 7.7.1 Respondents receiving greater than twenty-five (25%) of their proposed program funding from sources other than funds distributed pursuant to Section 67.1067 Revised Statutes of Missouri.
 - 7.7.2 That provides access to emergency shelter.
 - 7.7.3 That provides innovative ways to provide additional emergency shelter beyond the population serviced currently.
 - 7.7.4 That provides innovative plans to involve private sector in strategic planning collaboration.
 - 7.7.5 Display a willingness to work in conjunction with other social services agencies to combat homelessness.
- 7.8 Compliance with RFP requirements.

8.0 CONTRACT NEGOTIATIONS

- 8.1 Upon the selection of the successful Proposal, a contract incorporating the General Conditions, Scope of Services and any other provisions of this Request for Proposal acceptable to both parties will be prepared and executed by both parties. Should the parties, within a reasonable time frame, as determined by Jackson County, Missouri fail to develop and execute a mutually agreeable Contract, and upon a three (3) business day notification to the selected respondent, the County may reject the proposal and proceed to award the Contract to the next “best” respondent.
- 8.2 Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until a contract has been awarded, or all proposals are rejected.
- 8.3 In no event will the following be considered confidential or exempt from the Missouri Sunshine Law:
- 8.3.1 Respondent’s entire proposal
 - 8.3.2 Respondent’s pricing.
 - 8.3.3 Respondent’s proposed method of performance, including schedule of events and/or deliverables.
 - 8.3.4 Respondent’s experience information including customer lists and references
 - 8.3.5 Respondent’s product specifications unless specifications disclose scientific and technological innovations in which the owner has a proprietary interest.
- 8.4 The County does not generally use standard contract forms which may be provided by the Respondent. The contract documents used by the County will include both the Request for Proposal and the Respondent’s proposal. If conflicts in language exist between the Request for Proposal and the Respondent’s proposal, the provisions of the Request for Proposal shall govern. The Respondent shall list all exceptions as instructed under General Conditions, Section 4.0 of this Request for Proposal. Please note that the Respondent’s Proposal is subject to rejection if unacceptable Exceptions to the County’s Standard Contract are requested.
- 8.5 The Successful Respondent must agree to the following standard provisions:
- Indemnification: Respondent agrees, to the fullest extent permitted by law, to indemnify and hold the County harmless from damages and losses arising from the negligent acts, errors or omissions of Respondent in the performance of the work under this Contract, to the extent that Respondent is responsible for such damages and losses on a comparative basis of fault and responsibility between Respondent and the County. Respondents are not obligated to indemnify the County for the County’s own negligence.
- Independent Contractor: Respondent shall work as an independent contractor and not as an employee of the County. Respondent shall be subject to the direction of the County only as to the result to be accomplished and not as to the means and methods for its own Federal, State and City withholdings taxes and all other taxes, and operates its business independent of the business of the County except as required by this Contract.
- Confidentiality: Respondent acknowledges and agrees that all County information and records are confidential and will not disclose or make available this information or records to anyone outside the County organization unless authorized to do so in writing by the County.

Complete Agreement: Parties agree that this Contractor together with Jackson County, Missouri Request for Proposal No. 26-050 and Respondents' response thereto constitute the complete and exclusive agreement between the parties which supersede all prior proposals or understandings or agreements, oral or written, and all other communications between parties relating to the subject matter of this Contract.

Notices: Any notice which either party shall be required by this Contract to give the other shall be in writing and delivered by mail addressed to the respective parties as follows, or to such other addresses, as the respective parties may designate from time to time.

9.0 **ATTACHMENTS**

9.1 Attachment A – Purchasing Forms to be downloaded, filled out and submitted with bid:

- 9.1.1 Affidavit
- 9.1.2 Certificate of Compliance
- 9.1.3 Acknowledgment of Receipt of Addenda
- 9.1.4 Exhibit F – Exceptions

9.2 Attachment B – General Purchasing Information to be downloaded and ready prior to submitting your bid:

- 9.2.1 General Terms and Conditions
- 9.2.2 Exhibit A – Insurance

10.0 **REQUIRED SUBMITTALS**

10.1 The following information and/or forms **MUST** be submitted with your response to this Request for Proposal:

- 10.1.1 Proposal (including Pricing on Separate documents; See Section 6.0)
- 10.1.2 Affidavit
- 10.1.3 Copy of Certificate of Compliance
- 10.1.4 Acknowledgement of Receipt of Addenda
- 10.1.5 Exhibit F – Bidder's Exceptions
- 10.1.6 Greater Kansas City Metropolitan Area Information Memo (see Section 3.1)
- 10.1.7 Two (2) Dedicated Email Addresses (see Section 4.5)
- 10.1.8 Copy of Supplier W9 Form (Section 3.5)
- 10.1.9 M/W/VBE Participation Affidavit, if applicable
- 10.1.10 Responsible Bidder's Ordinance, if applicable

10.2 Failure to include any of the items listed in this Section may result in the **REJECTION** of your submitted bid.