



## CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX DISTRICT REQUEST FOR PROPOSALS (RFP)

Central City Economic Development Sales Tax District Essential Services Fund  
APRIL 20, 2020

### PURPOSE

The Central City Economic Development Sales Tax District's board proposes to designate \$500,000 to the CCED Essential Services Fund. The CCED Essential Services Fund is an emergency fund that will provide grants to assist residents experiencing hardships as a result of the COVID-19 Pandemic. The Central City Economic Development Sales Tax Board ("Board") hereby requests submissions from public service providers to provide housing stabilization and essential services to persons currently residing within the area bounded by Indiana Avenue on the east, The Paseo Boulevard on the west, 9th Street on the north and Gregory Boulevard on the south, known as the Central City Economic Development Sales Tax District ("CCED District"). This Request for Proposals ("RFP") is an invitation by the Board for Proposers to submit an offer to provide Housing Stabilization and Essential services in the areas provided below if the requested funding is provided to the Proposer. The Board, in its sole judgment, will select and recommend for funding to the City Council of Kansas City, Missouri ("City Council") only those Proposals, which it believes to be in the best interests of the CCED District and the City of Kansas City, Missouri ("City").

### Examples of Housing Stabilization and Essential Services needed due to COVID-19:

- Maintenance (including minor home or routine home repairs)
- Rent & Mortgage Expenses (application fees, security deposits, last month's rent, first month's rent and/or moving cost) for a personal residence
- Utility payments
- Food
- COVID-19 testing, medical equipment, face mask, medications (including OTC)
- COVID-19 related transportation
- Hotel or motel voucher

**\*All CCED Funds must be used for Economic Development Purposes.**

## **DISCUSSIONS AND NEGOTIATIONS WITH PROPOSERS**

Proposals may be evaluated with or without discussions and/or negotiations with Proposers. The Board also reserves the right to discuss and negotiate anything and everything with any Proposer at any time, and to request additional information from any or all Proposers. All costs incurred by a Proposer in preparation of Proposer's submittal or in providing additional information or discussing/negotiating any Proposal will be borne by the Proposer. The Board shall not be responsible for any such costs.

## **EVALUATION CRITERIA**

Proposals indicating a dollar for dollar match in cash or in-kind donations equal to or above the amount of the grant received will receive priority. Match contributions may be obtained from any source, although philanthropic sources are preferred. Written confirmation of match must be presented prior to a contract being signed between the City and agency. Match submitted for the CCED program may not be used as match for another grant.

Any evaluation criteria or weighting of criteria is used by the Board only as a tool to assist the Board in selecting the projects it elects to recommend to the City Council. The Board may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation to the requested funding, regardless of any score or ranking given to any Proposer.

## **SELECTION**

Neither the submittal of a Proposal nor the recommendation of a Proposal by the Board will create any right in or expectation to receive the requested funding. The Board will evaluate the Proposals, hold public hearings and elect, by public vote, any Proposals it wishes to recommend to the City Council. The selection of projects approved for funding will ultimately be determined by the City Council and will be subject to the negotiation and execution of a funding agreement with the City. In the event a Proposal recommended by the Board is not approved by the City Council, or the City and the Proposer fail to negotiate and execute a funding agreement, the requested funding shall not be awarded.

## **CCED PRIORITIES FOR COVID-19 RESPONSE**

Public Service provider with ability to provide housing stabilization services to persons currently residing in the boundaries of the Central City Economic Development District.

Proposals that demonstrates ability to quickly and proficiently screen and provide services as a result of COVID – 19.

## **DISCLOSURE OF PROPRIETARY INFORMATION; SUNSHINE LAW**

A Proposer may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:

- I. marking each page of each such document prominently in at least 16 point font with the words “Proprietary Information”;
- II. printing each page of each such document on a different color paper than the paper on which the remainder of the Proposal is printed; and
- III. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words “Proprietary Information” in at least 16-point font, along with the name and address of the Proposer.

If access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the Board will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law. The Board may elect to treat all Proposals and documents and meetings relating thereto as closed records or meetings under the Missouri Sunshine Act until funding contracts have been executed with the selected Proposers, or until all Proposals are rejected. Notwithstanding the foregoing, in response to a formal request for information, the Board reserves the right to release any documents if the Board determines that such information is a public record pursuant to the Missouri Sunshine Law.

## **CONTRACTING REQUIREMENTS**

Selected proposers will be expected to adhere to certain contracting, if applicable to their proposal. These requirements include the following:

- **MBE/WBE Program.** The Board and City desire that Minority Business Enterprises (“MBE”) and Women’s Business Enterprises (“WBE”) have a maximum opportunity to participate in the performance of any projects selected for funding. The City’s Human Relations Department is responsible for establishing MBE/WBE goals and MBE and/or WBE participation may be required pursuant to Chapter 3, Article IV, Division 2 of the Code of Ordinance for the City of Kansas City, Missouri. Even if not ultimately required by law, Proposers should be mindful that the Board and City encourage the use of MBE/WBE whenever possible.
- **Construction Workforce Program.** For projects with a construction component, a good faith effort to achieve construction employment goals of ten percent (10%) minority participation and two percent (2%) female participation of the total hours worked on the project will be required pursuant to Chapter 3, Article IV, Division 3 of the Code of Ordinance for the City of Kansas City, Missouri. Selected proposers will be expected to

cooperate with the Human Relations Department with reporting its subcontractors' (which includes the general contractor) construction employment employees and the hours of those employees.

- **Prevailing Wage.** Selected proposers shall comply with any applicable Prevailing Wage requirements of Section 290.220 of the Missouri Revised Statutes.
- **Employee Eligibility Verification.** If a selected proposal results in a contract award exceeding five thousand dollars(\$5,000.00), the Proposer will be required execute and submit an affidavit, in a form prescribed by City, affirming that Proposer does not knowingly employ any person in connection with the project who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U. S. C. § 1324a(h)(3). Proposer shall attach to the affidavit documentation sufficient to establish its enrollment and participation in an electronic verification of work program operated by the United States Department of Homeland Security (E-Verify) or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986.

Selected proposers shall submit the above-described affidavit and attachments to the City prior to execution of any contract, or at any point during the term of the contract if requested by City. Proposer may obtain additional information about E-Verify and enroll at [www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm).

## QUESTIONS

All questions regarding this RFP must be submitted in writing. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to this RFP. Oral or other interpretations or clarifications shall be without legal effect. Submit written questions to:

Shontrice Patillo  
Neighborhoods and Housing Services  
City of Kansas City, Missouri  
4400 Blue Parkway Blvd.  
Kansas City, Missouri 64130  
Email address: [CentralCitySalesTax@kcmo.org](mailto:CentralCitySalesTax@kcmo.org)

## SUBMISSION OF PROPOSALS

Proposals are due no later than May 4, 2020 at 12:00 pm (Central). The Board reserves the right to change or extend the submission date and time for any reason.

Proposals submitted by mail must include a post-mark dated no later than May 4, 2020. Proposals may be submitted by mail, email or hand delivered. Proposals submitted by mail or hand-delivered should be delivered to the following address:

Shontrice Patillo  
Neighborhoods and Housing Services  
City of Kansas City, Missouri  
4400 Blue Parkway  
Kansas City, Missouri 64130  
**CentralCitySalesTax@kcmo.org**

Proposals submitted by email should be delivered to the following address:  
**CentralCitySalesTax@kcmo.org**

It is the responsibility of the Proposer to request confirmation that the Proposal was delivered by the deadline. Proposals that are not received by the date and time established by the Board will not be considered unless: (1) it is determined by the Board that the late receipt was due solely to an error by the U.S Postal Service, common carrier or contract carrier; or (2) the Board extends the time after the deadline for a force majeure event that could potentially affect any or all Proposers meeting the deadline; or (3) it is in the best interest of the CCED District to accept the late Proposal. Such decisions are within the exclusive control of the Board and a Proposer has no right to receive or otherwise contest the denial of any decision with regards to late Proposals.

To be given consideration, your Proposal should include six (6) single-sided copies of the following, completed in full:

- I. This document, which is to be completed in full by the Proposer;
- II. Your Proposal;
- III. Other required documents

The Proposal may also contain any narrative, charts, tables, diagrams or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness of the Proposal. Attachments should clearly indicate on each page the paragraph in the Proposal to which they pertain.

All proposals become the property of the Board upon their submittal and will not be returned to the Proposer.

## PROPOSER INFORMATION

Proposer/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## REQUEST FOR FUNDING

- I. Program Implementation: Based upon the program objectives listed above, provide details on how the program would be implemented. This section should contain strategies for implementation, a timetable for implementation and specific locations where each component of the program will take place. Including the process and timeliness in which the organization will coordinate service delivery with clients.
- II. Provide in detail the outcome/impact of this funding.
- III. Statement of Public Good highlighting the public benefit supporting the use of public funds.
- IV. Statement of Economic Development describing how the proposal will contribute to the economic development of the CCED.
- V. Provide examples of work of the organization working with residents, businesses or other stakeholders within the boundaries of the Central City Sales Tax District.

## FINANCIAL INFORMATION

- I. Attach Project Budget including a detailed breakdown of hard and soft costs including administrative fees. The budget should include descriptive information used to explain and justify the amounts budgeted. The narrative should include information about whom, what, where, when and why. All costs in the budget, including those listed in "other" must be described and justified. The justification must provide sufficient detail to define how the unit cost was established, and the rationale for the number of clients proposed to be served.
- II. Attach a complete list of proposed match(es) of funds.

Comments: \_\_\_\_\_

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**OTHER REQUIRED ATTACHMENTS**

- I. Current Certificate of Good Standing issued by the Missouri Secretary of State and Current Copy of Annual or Biennial Registration Report filed with the Missouri Secretary of State for proposer, if other than an individual or sole proprietor.
- II. Revenue Clearance Letter Issued by the City of Kansas City's Finance Department

**CERTIFICATION**

I certify that I have reviewed the submitted Proposal, and that to the best of my knowledge and belief, all the information provided in this Proposal is true, and the Proposal has been authorized by the Proposer, if an individual or sole proprietor, or by the Proposer's Board of Directors and/or a chief executive officer having authority to bind the Proposer.

\_\_\_\_\_  
Signature of Proposer or Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date