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Request for Proposals –  
Grassroots Funding Cycle Technical Assistance  
March 15, 2023

The Board of Directors of St. Louis County Children's Service Fund ("CSF") requests the submission of responses for proposals from qualified organizations to provide **Grassroots Applicant Technical Assistance** as described in this Request for Proposals.

The Proposal must be received no later than 2:00 p.m. CST on March 31, 2023.

FOR HARD COPY SUBMITTALS:

Responders shall complete the Response as required in the Request for Proposals and deliver the completed Response in a sealed envelope marked "Request for Proposals – Grassroots Funding Cycle Technical Assistance" to:

Emily Koenig, Executive Director  
St. Louis County Children's Service Fund  
6763 Page Ave., Ste. 201  
St. Louis, MO 63133

FOR ELECTRONIC SUBMITTALS:

Responders shall complete the Response as required in this Request for Proposals and deliver the completed Response by email only to Emily Koenig, [EKoenig@stlouiscountymo.gov](mailto:EKoenig@stlouiscountymo.gov). The email subject line should be "Request for Proposals – Grassroots Funding Cycle Technical Assistance."

To preserve the integrity of the selection process, questions regarding this Request for Proposals should only be directed to Ms. Koenig at [ekoenig@stlouiscountymo.gov](mailto:ekoenig@stlouiscountymo.gov).



CSF reserves the right to reject any and all responses and to waive formalities in the best interest of CSF.

## I. Background

St. Louis County Children's Service Fund (CSF) generates approximately \$45 million annually through a county-wide quarter-cent (\$0.025) sales tax for the benefit of children's behavioral health treatment and prevention services. Since the first allocation of funds in 2010, CSF has invested more than \$450 million in local nonprofits and governmental agencies to provide mental health and substance use treatment services for children and youth in St. Louis County. CSF maintains a staff of approximately 20 employees and is governed by a nine-member board.

Through the 2020-2023 core funding initiative, CSF funds 65 agencies and 115 programs to provide approved services to residents, ages 0-19, in home, school, and community-based settings. In addition, CSF funds 17 organizations within our grassroots funding initiative. Under 67.1775 and 210.861 RSMo, CSF funds an array of services including: temporary shelter; transitional living; services to teen parents; respite care; crisis intervention; prevention services; individual, group, and family counseling; education and skill-building to adult parents, guardians, and caregivers; outpatient substance use treatment; and outpatient psychiatric services.

Within the St. Louis region, there has been long-standing systemic disparities that have resulted in a lack of investment in underserved communities. We know more kids could be better served by investing in smaller, community-based organizations that are best positioned to deliver meaningful and innovative services to their communities. This funding opportunity ensures a more holistic portfolio of funded programs through partnering with agencies who reflect the communities they serve. Grassroots is supported through a traditional grant funding model.

Organizations that meet the following criteria are eligible to apply for the Grassroots Funding Opportunity:

- Registered 501(c)3s and government agencies



- Funded programs fall within our main focus areas.
- Preference given to organizations with operating budgets of \$1 million or less
- Community-based organizations that align geographically with the community they serve
- Leadership and staff largely reflect the community being served
- Use community-based approaches to intervene in localized issues or problems

There are many types of programs that qualify for Grassroots funding, including:

- Programs that enhance the social and emotional capacity of children and youth
- Family strengthening programs
- Youth development and empowerment services
- Programs that promote physical and mental health prevention and intervention
- Services that focus on healing from trauma
- Substance use education, prevention and intervention programming
- Individual, family, group, or community-wide services that promote wellbeing

CSF is seeking grassroots funding cycle technical assistance services as described below and as further set forth in the Scope of Services (the “Project”).

## II. General Requirements

This project is subject to all applicable laws of the State of Missouri governing CSF, including, but not limited to, the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and Responders must comply with the provisions relating thereto in Section 285.530, RSMo., as amended.
- All Responders on CSF contracts for services in excess of \$5,000 must provide CSF with documentation and a sworn affidavit, with respect to employees



working in connection with the contracted services, affirming enrollment in a Federal Work Authorization Program (“FWAP”). The affidavit shall also provide that the Responder does not knowingly employ any person in connection with the contracted services who is an unauthorized alien. Such affidavits must be provided with the Response to this Request for Proposals.

- Every transient employer must comply with Sections 285.230 through 285.234, RSMo., as amended, when applicable.
- In the event that the contract for the services described in this Request for Proposals is for \$100,000 or more, and the successful Responder employs ten (10) or more employees, the contract shall include a written certification that the Responder 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.
- In addition to the general requirements listed above, the successful Responder shall comply with all laws, ordinances, regulations, and orders of federal, state, county, and local governing authorities pertaining and applicable to the successful Responder and/or CSF.

Applicable insurance coverage must be provided by the successful Responder before any work can be started on the Project.

CSF will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential Responders. CSF Policy provides that MBE/WBEs must be certified by the Office of Supplier and Workforce Diversity (OSWD), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit Responses.

These General Requirements, this Request for Qualifications, the Response, and the specifications, drawings, schedules, and instructions of the Project shall be



incorporated into the Agreement signed by the parties should the Responder be awarded a contract pursuant to this Request for Qualifications.

### III. Scope of Services

CSF intends to engage consulting services to assist potential applicants for the 2023-2025 Grassroots Funding Cycle. This engagement will begin between April 10, 2023 and April 14, 2023 and conclude June 1, 2023, in alignment with the open application period. CSF will provide training to the consultant or consultants prior to engaging with potential applicants. CSF training of technical assistance consultant or consultants will occur between April 10<sup>th</sup> and April 14<sup>th</sup>. Training will include application content, as well as electronic application platform training.

The scope of work includes the following:

- Understanding CSF's Grassroots Funding Request for Proposals, the application questions, and the evaluation criteria
- Brainstorming ideas about the most effective ways to describe their program in the application
- Reviewing applicants' application content and provide constructive feedback about proposed responses
- Proofreading application materials, checking for word choice, and clarity of content
- Editing responses to fit within required character limits
- Structuring program budgets
- Understanding CSF's general reporting requirements
- Learning and providing basic assistance with the CommunityForce application platform. CSF will provide training to consultants and can provide support to applicants, though it is important for consultants to have a basic understanding and ability to use the application platform.

### *Qualifications*

- CSF is seeking proposals from organizations that possess the following:



- Strong knowledge of and experience with grant writing best practices
- Knowledge of children’s issues including behavioral health, child welfare, early childhood, substance use treatment and prevention, including lived or professional experience
- Ability to use electronic application platforms
- Preference will be given to consultants or consulting firms who hold experience working with agencies that align with CSF’s definition of Grassroots
- Preference will be given to consultants who are multi-lingual
- Preference will be given to consultants who are St. Louis County residents

### *Documentation and Deliverables*

- Organization will maintain list of services provided, including times and dates
- Representative(s) of the organization will work with CSF staff in a structured manner, preferably using scheduled meetings to check in on progress

## **III. RESPONSE REQUIREMENTS**

### **1. Requirements**

- a. The Response must arrive no later than 2:00 p.m. CST on March 31, 2023. No response will be accepted after this time and any response arriving after this time will be returned unopened.
- b. FOR HARD COPY SUBMITTALS: the Response must be addressed as follows and delivered to the following address:

Emily Koenig, Executive Director  
St. Louis County Children’s Service Fund  
6763 Page Ave., Ste. 201  
St. Louis, MO 63133



- c. The Response must bear the following legend:

Response to Request for Proposals  
for Grassroots Funding Cycle Technical Assistance

- d. FOR ELECTRONIC SUBMITTALS: The Response must be emailed to:

Emily Koenig, [EKoenig@stlouiscountymo.gov](mailto:EKoenig@stlouiscountymo.gov)

The email subject line shall read as follows:

“Request for Proposals – Grassroots Funding Cycle Technical  
Assistance”

- e. [FOR HARD COPY SUBMITTALS: Responses must be on eight and one-half inch (8 ½”) by eleven inch (11”) white paper printed on one side. Sheets containing graphic images may fold out to eleven inches (11”) by seventeen inches (17”). Colored and/or tabbed divider sheets may be used to delineate discrete sections. Each Responder shall submit one (1) complete and bound copy of the Response, with original signatures, one (1) “public/press” copy of the Response in which the individual or firm should redact any information which it deems confidential or proprietary, and one (1) electronic PDF copy of the Response on a USB flash drive.]

[FOR ELECTRONIC SUBMITTALS: Each Responder shall submit their Response as an electronic PDF. Blank pages and/or electronic PDF tabs may be used to delineate discrete sections. Each Responder shall submit one (1) complete copy of the Response and one (1) “public/press” copy of the Response in which the individual or firm should redact any information which it deems confidential or proprietary.]

- f. Notwithstanding the foregoing, CSF must comply with the Missouri Sunshine Law; therefore, all Responses and other documentation



- submitted to CSF in response to this Request for Proposals (including fees) may be subject to disclosure pursuant to Missouri law and/or CSF policy.
- g. Any responder desiring an explanation or interpretation of the Request for Proposals must request it in writing no later than 2:00 p.m. CST on March 24, 2023, **and such request shall be emailed only to [EKoenig@stlouiscountymo.gov](mailto:EKoenig@stlouiscountymo.gov)**. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a responder concerning a solicitation will be furnished promptly to all other responders as an amendment of the Request for Proposals, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective responders.
  - h. If this Request for Proposals is amended, then all terms and conditions, which are not modified, remain unchanged. Responders shall acknowledge receipt of any amendments to this solicitation by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the space provided for this purpose. CSF must receive the acknowledgement by the time specified for receipt of responses.
  - i. No response shall be withdrawn for a period of 90 days subsequent to the opening of the responses without prior written consent of CSF.
  - j. CSF is not liable for any cost incurred by the Responder prior to issuance of a legally executed contract by CSF.
2. Each Response must include a **COVER LETTER** which must indicate that the signer is authorized to bind the Responder contractually and must identify the title or position of the signer. The letter shall also contain the following:
- i. The name of the Responder, and address and telephone number.
  - ii. A statement that the Responder is willing and able to perform services required for a successful engagement; (b) the Responder has read and understands the Request for Proposals; and (c) the Response is made in accordance with the Request for Proposals





and is based upon the specifications required by this Request for Proposals.

- iii. The name of the individual within the Responder, who will be the primary contract concerning this engagement.
  - iv. Copies of all license(s) from applicable governing authority to do business at the CSF location and certificate of good standing for the State of Missouri, as applicable.
  - v. Documentation and sworn affidavit with respect to employees working in connection with the Response, affirming enrollment in a Federal Work Authorization Program.
  - vi. An unsigned submission shall be rejected.
3. Response Content to the Request for Proposals will be used to measure the qualifications of the organization responding. The Response shall contain the following information at a minimum:
- a. General information about the organization. Please provide a brief description of the organization.
  - b. Qualifications and Experience. The Response must clearly identify the organization's qualifications as related to the scope of work and desired qualifications stated in this Request for Proposals.
  - c. Personnel. Please indicate the name, location, telephone number, and email address of the primary contact person for the organization. Identify the individual(s) proposed to serve CSF; specify their capacity and roles; and include a brief resume for each. If the organization is selected to give an oral presentation, only those individuals listed will be invited to participate.
  - d. Project Approach. Discuss your organization's approach and methodology to complete the Scope of Services for this Project, including what a fully-defined Scope of Services must contain for this engagement. Responders should include an estimated timeline with necessary tasks.



- e. References. Responses should include the name, title, organization, telephone number, and email address for at least three (3), but no more than five (5), references from similar sized contracts pursuant to which your firm has provided similar services within the last five (5) years.
- f. Conflict of Interest. If your organization believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution to the conflict. Further, please describe whether the organization or any of its employees has any interests or relationships which might conflict with or compromise the expectations of CSF in providing the services set forth in this Request for Proposals.
- g. Financial Interest. Please disclose any professional or personal financial interest which could be a possible conflict of interest in representing CSF.
- h. Other Factors. Interest in contracting with CSF for this Project.

### *Fees*

FOR HARD COPY SUBMITTALS: IN A SEPARATE SEALED ENVELOPE, FOR ELECTRONIC SUBMITTALS: VIA A SEPARATE EMAIL TO [EKoenig@stlouiscountymo.gov](mailto:EKoenig@stlouiscountymo.gov), provide the fee proposal for the services described in this Request for Proposals to be provided by the organization.

## V. Selection Procedures

1. Responses will be reviewed by a Selection Committee composed of representatives of CSF named by the Executive Director. The Responses will be used to measure the qualifications of organizations responding and to measure the Responders' understanding of the scope of services required in accordance with the Evaluation Factors. The Selection Committee will make a recommendation to the Executive Director who will make a recommendation to the Board of Directors.
2. Upon receipt of the Response, the Selection Committee will complete a review of all qualifications to establish responsiveness to this Request for Proposals according to the submission of the Responders.



3. Upon establishment of responsiveness, the technical evaluation phase would begin. The Selection Committee will review and rank each Response in accordance with the Evaluation Factors set forth herein. After all, responding organizations are evaluated, then fee envelopes would be opened.
4. Selection will be made based on Responses and, if required, subsequent interviews to determine the best qualified organization for each type of services with the lowest reasonable fee.

## VI. Evaluation Factors

Responses will be evaluated using the following criteria:

- a. The specialized experience and technical competence of the organization with respect to the type of services required. (30 possible points)
- b. The capacity and capability of the organization to perform the work in question, including specialized services, within the time limitations required. (20 possible points)
- c. The experience with references for comparable work. (10 possible points)
- d. Insurance required such as professional liability. (10 possible points)
- e. The organization's familiarity with the area in which the Project is located. (10 possible points)
- f. The fair and reasonable fee for the type of services needed. (20 possible points)

## VII. Award

1. The right is reserved by CSF to cancel the Request for Proposals or reject any and all Responses and to waive formalities when in the best interests of CSF.
2. CSF reserves the right to split awards and/or make multiple awards.



3. Subject to the rights reserved by CSF, an award will be made by the CSF Board to the Responder that is best qualified and capable of performing the desired services for a fair and reasonable fee.
4. Upon the selection of a Responder by the CSF Board, the selected Responder will be required to negotiate an agreement that will set forth the terms and conditions of the proposed engagement and compensation determined to be fair and reasonable. If CSF and the highest ranked Responder fail to reach an agreement, CSF may negotiate with the next highest ranked Responder for that type of service to reach an agreement, unless CSF determines that it is in its best interest to re-solicit a Request for Proposals.
5. All Responders will be notified of CSF's selection as soon as possible.
6. The successful Responder will be issued a Notice of Award. Within 10 business days, such Responder shall provide the following minimum documentation:
  - a. Proof of the appropriate insurance coverage:
    - i. Worker's Compensation & Employers Liability—Statutory Amount (Mandatory)
    - ii. Comprehensive Automobile Liability for vehicles used—\$500,000
    - iii. Comprehensive General Liability—\$1,000,000
    - iv. Professional Liability—\$1,000,000
    - v. Federal Tax Payer Identification Number.
    - vi. Evidence that the Responder is authorized to do business in Missouri.
    - vii. Evidence that the Responder has applicable licenses to this Project, in good standing.