

## **REQUEST FOR PROPOSALS – COLLABORATIVE COMMUNITY HEALTH NEEDS ASSESSMENT**

Tuesday, September 5, 2023

The Boards of Directors of St. Louis County Children's Service Fund ("CSF") and St. Louis Mental Health Board ("MHB") request the submission of responses for proposals from qualified organizations to provide **professional services related to a collaborative community health needs assessment** as described in this Request for Proposals.

**Proposals must be received no later than 2:00 p.m. CST on Friday, October 13, 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 – Collaborative Community Health Needs Assessment" 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@stlouiscountymmo.gov](mailto:EKoenig@stlouiscountymmo.gov). The email subject line should be "Request for Proposals – Collaborative Community Health Needs Assessment."

To preserve the integrity of the selection process, questions regarding this Request for Proposals should only be directed to Ms. Koenig at [ekoenig@stlouiscountymmo.gov](mailto:ekoenig@stlouiscountymmo.gov). CSF reserves the right to reject any and all responses and to waive formalities in the best interest of CSF.



## I. BACKGROUND

Under Missouri statutes RSMo 67.1775 and 210.861 allowing local communities to create tax funds to support behavioral health services for children and youth, St. Louis County and the City of St. Louis each passed ballot initiatives to create children's service funds. These children's service funds invest in an array of services for children and families *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.

St. Louis County Children's Service Fund (CSF) generates approximately \$49 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 9-member board.

The St. Louis Mental Health Board (MHB), established in 1994 is an independent governmental taxing authority in the City of St. Louis charged with collecting and distributing two local property taxes—the Community Mental Health Fund (Sections 205.975 - 205.990 RSMo, 1994; \$0.09 of every \$100 of assessed value) and the Community Children's Services Fund (Sections 210.860 - 210.861 RSMo, 2005 and 2020; \$0.25 of every \$100 of assessed value)—for purposes consistent with Missouri State Statutes and approved by the voters. MHB's purpose is to create an equitable, thriving community by investing in the provision of quality behavioral health and children's services that promote mental health and wellness for the residents of the City of St. Louis. MHB does not provide services directly but makes grants and other funding available to area non-profits who provide direct services. MHB maintains a staff of approximately 12 employees and is governed by a 15-member board.

CSF and MHB are jointly seeking a vendor or vendors to conduct a collaborative health needs assessment. It is anticipated that this work should be organized in distinct and successive phases. Interested vendors may propose to conduct work for one or both phases of the project. Should a vendor submit a bid for the work pertaining to a single phase, it is expected that the vendor would work collaboratively with all other vendors and partners involved in the Scope of Services. Collaborative proposals between two distinct parties are welcome. If a collaborative proposal is submitted, please identify which entity will be responsible for each component of the proposal.



The first phase of the Project (the “Project”) involves the review and analysis of existing literature and available data including recent epidemiological findings (public and private), needs assessments, and public health studies pertaining to child, youth, and family mental and/or behavioral health in the St. Louis region (St Louis County and St Louis City) as described below and as further set forth in the Scope of Services. “Children and youth” to include individuals aged 0 to 19; as well as their family/adult caregivers.

In addition, a parallel review and analysis of adult mental and/or behavioral health needs in St Louis City should be included, as described below and as further set forth in the Scope of Services.

Phase 1 will conclude with a report providing an overview of the behavioral health needs of children/youth (aged 0-19) and their families in St. Louis County, children/youth (aged 0-18) in St. Louis City, and for adults (age 18 and older) living in St Louis City. The report should include a set of actionable recommendations on the services, needs, or populations on which to focus attention in Phase 2, as identified through this review. The selected vendor will provide support and guidance to other members of the Project team (CSF and MHB staff, partners, and other vendors) in developing strategies for Phase 2 and developing final products and deliverables of the Project.

The second phase of the Project (Phase 2) should further identify existing and emerging needs as defined by the St. Louis community (children, youth, and their families/caregivers in St Louis County and City, as well as adults in St Louis City). Due to the volume and range of services permissible to fund under state statute, it is anticipated that the selected vendor for Phase 2 will be required to focus in on specific areas of service where evidence of need (gaps, supply shortage, increased demand, etc.) were identified during Phase 1 of the Project. Activities conducted in Phase 2 should foster discussion with the community to identify possible solutions to current and emerging behavioral and mental health needs.

A strong focus on community engagement is expected, with a clear emphasis on qualitative research methods (interviews, focus groups, community listening sessions). This work should lay the foundation for a more long-term community engagement strategy for CSF. Specific attention to how community is defined (culturally, geographically, and/or across other boundaries) should be integral to this work. As part of this approach, the vendor or vendors should strive to meet community “where they are” and should lend specific respect and importance to the insight and expertise of people with lived experience.



## 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 Proposal, 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 Proposal.

### **III. SCOPE OF SERVICES**

CSF and MHB are jointly seeking a vendor or vendors to conduct a collaborative health needs assessment organized into two phases of work as described below.

#### **Phase 1 Qualifications**

The vendor must have a strong track record in research excellence. Involvement in work focused on community health needs assessment or large epidemiological data is preferred but not essential.

- The vendor must have strong experience in conducting data and literature reviews, with previous work being published in peer-reviewed literature, or within the grey literature. Evidence of conducting systematic review and meta-analysis is preferred but not essential.
- The vendor must demonstrate strong experience in bridging research findings to actionable recommendations for change. The candidate should be able to demonstrate experience in translating research findings into practical solutions.

#### **Phase 1 Activities**

The vendor selected for Phase 1 will be required to complete the following activities:

- Review and analyze existing literature and available data including recent epidemiological findings (public and private), needs assessments, and public health studies pertaining to child, youth, and family mental and/or behavioral health in the St. Louis region (St Louis County and St Louis City). This includes data relevant to the areas of child mental health; pediatric behavioral health; youth and family homelessness; infant-maternal health; psychiatry; substance use/misuse; child welfare; infant/child/adolescent social and emotional wellness; prevention services and activities; and other related fields. Data should be relevant within the context of whole-child behavioral health and may include data regarding trends specific to children and



youth (aged 0–19 for St. Louis County and 0–18 for St. Louis City), as well as trends in adult caretakers and/or educators.

- This research should include and are not limited to data/findings corresponding to the following indicators:
  - Behavioral Health Care and Incidence Indicators: hospitalizations; emergency room visits; suicidality (attempted vs. completed); prevalence data of serious emotional disturbance or mental health concerns in children and youth; prevalence of substance use in youth;
  - Child Attitude and Risk: Youth Behavioral Risk Factor Surveillance System and related survey data for St. Louis City to complement Missouri Student Survey Data for St. Louis County that includes assessment of bullying, depression, anxiety, violence, suicidality, etc. disaggregated by age and race; Missouri Student Survey substance use disaggregated by age and race;
  - Child Health Indicators: disability trends for youth including intellectual/developmental and physical disabilities; child deaths (ages 1 – 14); infant mortality; births to teen mothers (live births disaggregated by age); low birth weight; and
  - Child Welfare Indicators: child abuse and neglect (substantiated vs. unsubstantiated incidents) by types of neglect separated out; out of home placement rates; violent deaths to teens (ages 15 –19).
- Conduct a parallel review and analysis of adult (age 18 and older) mental/behavioral health needs for the City of St. Louis. This should include:
  - Behavioral Health Prevalence: rates for mental illness; serious mental illness and substance use
  - Behavioral Health Hospitalization: hospital discharges for substance use and mental health; age adjusted Emergency room (ER) rate; hospitalization rate for substance use and mental health;
  - Behavioral Health Emergency Room Visits: adult ER visits for substance use and mental health; age adjusted ER rates for adults for substance use and mental health;



- Suicidality: age adjusted ER rate due to suicide for adults; age adjusted intentional injury/suicide hospitalization for adults; and age adjusted death rate due to suicide for adults;
- Opioid Use/Overdose: age adjusted rate due to opioid overdose for adults;
- Substance Use Prevention and Recovery: substance use prevention; adult participation in recovery programs and/or services; and
- Homelessness: adults experiencing homelessness or at-risk for homelessness with mental health, substance use, and co-occurring behavioral health disorders.

The organization and presentation of this research should consider the use of categories such as transitional youth (18-25) and adults (25 and over).

- Develop a clear, organized written report of findings. See below for requirements. Provide recommendations for where and how to focus strategies for Phase 2.
- Participate in strategy sessions for the entirety of the Project and collaborate with selected vendor(s) for Phase 2. Support the Project team in development of final products of the Project, as appropriate.

A further description of the analysis to be conducted is listed below.

- Collect, consolidate, and analyze recent quantitative and qualitative data (2020 – present) and literature pertaining to the behavioral health of both populations detailed above. Data from 2019 and prior should only be used in providing comparative analysis and trends showing patterns over time.
  - Identify areas of universal needs, as well as high increasing/emerging needs among for specific populations (for example: LGBTQIA+ youth, youth involved in foster care system) and within local geographic boundaries across specific areas of service delivery in correlation with the type of services fundable under Missouri statutes RSMo 67.1775 and 210.861.
  - Analysis of data by zip code, school district, (ward and neighborhood for St. Louis City), etc. is required to understand the local population for building informed, responsive funding strategies at a finite level and across jurisdictions.
  - Detail emerging trends and patterns, specifically with regards to changes or shifts from prior to the COVID-19 pandemic through today. Changes in trends or patterns of behavioral and mental health needs should be contextualized within the current



state of service provision and any broader changes that may have taken place since the pandemic.

- Outline existing qualitative and/or participatory data findings from St. Louis City and St. Louis County residents and community members upon which to build further data collection. This may include input provided by the community over the past decade, where relevant.
- Source material should include, and is not limited to the following:
  - Public health administrative data (inclusive of state and local governments such as Missouri Department of Mental Health, Missouri Department of Social Services, Missouri Department of Elementary and Secondary Education, St. Louis County Department of Public Health, St. Louis County Department of Human Services, St. Louis City Department of Health, St. Louis City Department of Human Services, Missouri 21<sup>st</sup> Circuit Court and 22<sup>nd</sup> Circuit Court).
  - Existing needs assessment, community-based studies, and local survey data.
  - National and federal data from relevant agencies including the U.S. Census Bureau, Centers for Disease Control, Substance Abuse and Mental Health Services Administration, U.S. Department of Justice, National Institutes of Health, U.S. Department of Education, U.S. Department of Housing and Urban Development.
  - Published peer-reviewed literature.
  - Private think tanks and public health foundations (W.K. Kellogg Foundation, Annie E. Casey Foundation, Commonwealth Foundation, Urban Institute, Kaiser Family Foundation, Robert Wood Johnson Foundation, World Health Organization, RAND Corporation, Brookings Institute).
  - Professional organizations (American Psychiatric Association, American Psychological Association, American Academy of Pediatrics, American Medical Association).
- Discuss the various types of needs identified from quantitative and qualitative data sources: normative and comparative needs, expressed and perceived community needs. The latter should help contextualize the quantitative data included in this work and is expected to help frame Phase 2 focusing on community engagement.





- Build conclusions that re-situate the identified needs within the local context of the St Louis region, including known health inequities and disparities that may exist across populations, areas of service provision, as well as local geographic boundaries.
- Include a set of actionable recommendations as to how the needs identified in this review/analysis can be addressed in view of the range of services fundable by CSF and MHB under Missouri statutes RSMo 67.1775 and 210.861. This is considered an essential component of the deliverables.

### **Phase 1 Deliverables and Inclusions**

In addition to completing all activities described as Phase 1 of this work, the selected vendor will be expected to:

- Meet regularly with CSF Data Team to provide updates on project status.
- Provide all project materials to CSF and MHB staff such as source materials, data, and electronic files including primary analysis conducted.
- Present the scope and findings of Phase 1 to CSF and MHB along with a written report (see detailed explanation above).
- Actively participate in the planning process for the second stage of this community health needs assessment. It is expected that Phase 2 will build upon the findings and analysis of this review.
  - Should a vendor solely bid for the work of Phase 1, it is expected that they remain a thought partner in the design and implementation of Phase 2. Participation in Phase 1 includes working collaboratively with any other vendors or members of the Project team in completing the work of the Phase 2 by providing expertise and input in the research design and strategy, and contributing to the final report and deliverables, as appropriate.

### **Phase 1 Timeline**

Phase 1 should be concluded within 18-24 weeks. As part of this timeline, the vendor will be expected to complete the review and analysis of the literature/data focusing on the mental/behavioral health needs of children and youth in St. Louis City within the first 10 weeks.



## **Phase 2 Qualifications**

The vendor must have a strong track record in conducting community engagement work involving participatory and qualitative research methods. Previous work focused on community health needs assessment is preferred but not essential.

- The vendor must be able to demonstrate how their work and approach are rooted in equity and cultural humility and provide evidence as to how they integrate the perspective and experience of all members of the community, inclusive of hard-to-reach groups and people with lived experience.
- The vendor must demonstrate strong experience in bridging research findings to actionable recommendations for change and be able to bridge the insights gained from the community regarding their needs and what they perceive as solutions.
- The vendor must have strong project management skills and must be able to work collaboratively with community members, stakeholders, and other members of the Project team. Close collaboration with members of the Project team including potential other vendors that have been selected to perform work in Phase 1 is expected. The findings of their work and their expertise should be integrated in the design Phase 2 research strategies.

## **Phase 2 Activities:**

This phase of the Project primarily involves conducting participatory research methods and qualitative data analysis from the St. Louis community. The selected vendor(s) will complete the following activities:

- Engage various community members and stakeholders in a review of Phase 1 findings to assess their relevance to the community and help prioritize the needs that will be investigated further in Phase 2 of the Project.
- Develop a comprehensive set of strategies to identify specific areas of existing and emerging behavioral and mental health needs [of children, youth and families] as defined and prioritized by the community. The selected methods should place community members and stakeholders at the center of the health needs assessment and in the identification and design of potential solutions.
  - Build a thorough, organized plan for connecting with stakeholders across St. Louis County and St. Louis City. Explore various pockets of the St. Louis community as a whole considering the systems, identities, and socio-political jurisdictions that community members cross throughout daily life (school districts, wards, zip codes,



faith communities, target populations). Investigate what gaps, barriers, needs, and realities exist according to these contexts.

- Organize, coordinate, and conduct a variety of community engagement efforts including, but not limited to:
  - Focus Groups: Conduct multiple focus group discussions with children, youth, parents, caregivers, educators, community members and leaders to explore their experiences, challenges, and perceptions regarding mental and behavioral health needs and solutions. Facilitate group discussions to gather insights from parents and caregivers on their experiences seeking mental health support for their children. Talk with children and youth about their social and emotional wellness and any previous experiences receiving services. Organize sessions with marginalized and underserved groups to ensure their perspectives are heard and addressed.
  - Key Informant Interviews: Interview mental health professionals, educators, representatives from community organizations, and healthcare providers to understand systemic barriers and gaps in services.
  - Youth-Led Workshops: Collaborate with local youth groups to organize workshops and activities that empower young people to voice their experiences, challenges, and perceptions regarding mental and behavioral health needs and solutions.
  - Collecting Personal Narratives: Collect narratives from children, youth, and families to better understand what factors are currently hindering or improving their behavioral and mental health, as well as their experience in seeking and/or receiving services. The vendor is encouraged to think of creative and age-appropriate means of capturing personal experiences such as storytelling, artwork, multi-media, etc.

This list is not comprehensive; vendors applying to complete Phase 2 activities are encouraged to think of innovative participatory methods that allow for a rich, contextualized understanding of needs that emerge. Vendors are also expected to be able to adapt their research method and approach to make them age-specific and accessible to different levels of education and literacy levels. While the research methods used by the vendor are important, CSF will favor the selection of a vendor who shows experience, skills and knowledge in conducting this type of work in a way that is equity driven, inclusive, and in line with an approach that meets community members “where they are”. Vendors are expected to demonstrate a profound respect and engagement towards the insight and expertise of people with lived experience.



- Collect artifact materials documenting the process inherent in conducting this work. It is important that this process be transparent and delineated as a key component of the final deliverables.
- Produce a report of activities and summary of findings for CSF and MHB boards including a set of actionable recommendations for interventions and programs based on community insights. This is considered an essential component of the deliverable.
- Advise on what might be a comprehensive dissemination plan and communication strategy to accompany Project deliverables. Work with Project team to develop materials appropriate for sharing details of the process and results with the participants and with the general public.

## **Phase 2 Outcomes and Deliverables**

The outcome of Phase 2 should lay the foundation of a long strategy of community engagement for CSF and MHB. Vendors engaging in this phase of the project should provide specific recommendations on how to use this initial series of community engagement opportunities to develop long-term relationships/partnerships that will allow CSF and MHB to continue engaging with the community to better understand their needs and what they view as solutions.

It is expected that the data collection and analysis that are part of this second phase should:

- Provide a rich understanding of emerging and existing behavioral and mental health needs across target populations and areas of service provision. Similarly, it should help complement Phase 1 of the Project, building onto or contrasting the findings with a more-in depth exploration of needs and gaps at a hyper local level. Investigate where special attention and interventions are required for specific target populations (e.g., LGBTQIA+ youth, youth involved in the child welfare system, youth experiencing homelessness, youth with a serious emotional disturbance).
- Consider various social and structural determinants that are impacting the behavioral and mental health of children, youth, and their families/caregivers in St Louis County and St Louis City. Similar work is also expected for adults in St Louis City.
- Detail solutions identified by the community and stratify potential interventions according to target population, originating concern, and geographic or community boundaries.
- Be inclusive of all members of the community, inclusive of hard-to-reach groups and individuals. Specific effort should be deployed to ensure that the perspectives and



insights gained from this phase of the Project are truly representative of the St Louis Community.

In addition, the selected vendor completing phase 2 of this work will be expected to:

- Provide all source data and electronic files, including primary analyses conducted. All qualitative data should be transcribed and organized for future use.
- Build a thorough process around participation, consent and data anonymity and confidentiality. This process should be explained in the vendor's proposal and should account for the range of age considered under this study, as well as variation in education level and literacy skills.
- Meet regularly with CSF Data Team to provide updates on project status.
- Work in close collaboration with any other selected vendors and members of the Project team. CSF Data Team may attend and participate in some of the activities listed above and may provide recommendations and expertise on the approach favored by CSF to ensure that the process is inclusive and elevates the voices and perspectives of people with lived experience.
- Organize and participate in regular structured meetings with the Project team to manage project timeline, review status, develop/review project plans, and share updates.
- Present the scope and findings of this work to CSF and MHB boards.

## **Phase 2 Timeline**

Activities in Phase 2 are estimated to require a minimum of 24-40 weeks to complete, depending on capacity of the selected vendor(s). As part of this timeline, the vendor(s) will be expected to complete data collection and analysis, as well as a report with clear actionable funding recommendation for interventions and programs based on community insights and recommendations.



#### IV. RESPONSE REQUIREMENTS

The Response must arrive no later than 2:00 p.m. CST October 13, 2023. No response will be accepted after this time and any response arriving after this time will be returned unopened.

- 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

- The Response must bear the following legend:

Response to Request for Proposals for CSF Collaborative Community  
Health Needs Assessment

- 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 – Collaborative Community Health Needs  
Assessment"*

- 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.
- 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.
- 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 October 5, 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.
- 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.
- No response shall be withdrawn for a period of 90 days subsequent to the opening of the responses without prior written consent of CSF.
- CSF is not liable for any cost incurred by the Responder prior to issuance of a legally executed contract by CSF.
- 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:
  - The name of the Responder, address and telephone number.
  - 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.

- The name of the individual within the Responder, who will be the primary contract concerning this engagement.
  - 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.
  - Documentation and sworn affidavit with respect to employees working in connection with the Response, affirming enrollment in a Federal Work Authorization Program.
  - An unsigned submission shall be rejected.
- 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:
    - General information about the organization. Please provide a brief description of the organization.
    - Qualifications and Experience. The Response must clearly identify the organization's qualifications as related to the scope of services and desired qualifications stated in this Request for Proposals.
    - 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.
    - 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.
    - 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.





- 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.
- Financial Interest. Please disclose any professional or personal financial interest which could be a possible conflict of interest in representing CSF.
- 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**

- Responses will be reviewed by a Selection Committee composed of representatives of CSF named by the Executive Director and of representatives of MHB 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.
- 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.
- 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.



- Selection will be made based on Responses and, if required, subsequent interviews to determine the best qualified organization for each type of service with the lowest reasonable fee.

## **VI. EVALUATION FACTORS**

Responses will be evaluated using the following criteria. Proposals for both phases will have each approach scored separately.

- The specialized experience and technical competence of the organization with respect to the type of services required.
- The capacity and capability of the organization to perform the work in question, including specialized services, within the time limitations required.
- The experience with references for comparable work.
- Insurance required such as professional liability.
- The organization's familiarity with the area in which the Project is located.
- The fair and reasonable fee for the type of services needed.

## **VII. AWARD**

- 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.
- CSF reserves the right to split awards and/or make multiple awards.
- 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.
- 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.
- All Responders will be notified of CSF's selection as soon as possible.



- The successful Responder will be issued a Notice of Award. Within 10 business days, such Responder shall provide the following minimum documentation:
  - 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 Taxpayer 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.