

RESOLUTION NO. 2018-06

A RESOLUTION AUTHORIZING THE FUNDING OF UP TO \$26,000 FOR CONTRACTING FOR ASSERTIVE OUTREACH AND DETOXIFICATION CONSULTING SERVICES

WHEREAS, the Downtown Community Improvement District (the "District"), which was formed on February 7, 2011, by Ordinance No. 20866 (the "Ordinance") of the City Council of the City of Columbia, Missouri, is a political subdivision of the State of Missouri and is transacting business and exercising powers granted pursuant to the Community Improvement District Act, Sections 67.1401 through 67.1571, RSMo., as amended ("the Act"); and

WHEREAS, 67.1461.1 of the Act grants the board of directors (the "Board of Directors") of the District the authority to possess and exercise all of the District's legislative and executive powers; and

WHEREAS, the Board had elected to solicit consultant proposals and fund up to \$26,000 for assertive outreach and detoxification program consulting services attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:

1. The Board of Directors hereby approves the funding and the Chairman of the District is authorized to execute, and the Secretary is authorized to attest on behalf of the District, funding of up to \$26,000 in substantially the form as the RFP for a Professional Consultant to provide assertive outreach and detoxification consulting services attached hereto as Exhibit A.

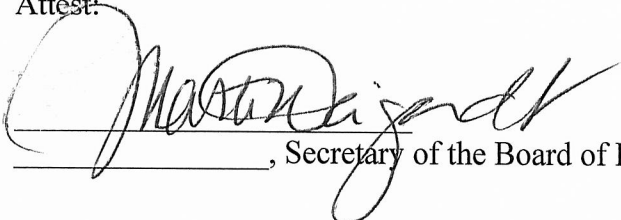
2. This resolution shall be in full force and effect from and after its passage by the Board of Directors.

Passed this 8th day of August 2017.


_____, Chairman of the Board of
Directors

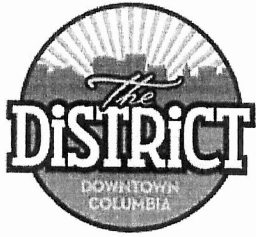
(SEAL)

Attest:


_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2018-06**

RFP for Professional Consultant



July 19, 2017

REQUEST FOR PROPOSAL – PROFESSIONAL SERVICES

Assertive Outreach and Detoxification Program – The Downtown Community Improvement District, Columbia, MO

The Downtown Community Improvement District (CID) in the city of Columbia, Missouri, is seeking proposals for an outreach service for The District. The Downtown CID is an independent organization dedicated to keeping Columbia's downtown – The District – vital.

The District is a live/work/play neighborhood that fosters the creative, the eclectic, and the local. It is a constantly adapting community of people, with tradition blending harmoniously with high tech and the latest trends in fashion, food and the arts.

The District encompasses 50 square blocks, more than 300 individual properties, 1200 residences and over 600 businesses, non-profits and government entities. (See Exhibit A) Bounded by 3 Universities and Colleges and City Government buildings, the area offers both a strong day and night economy.

Our goal is to secure a qualified partner to provide an assertive outreach and detoxification program for the downtown area.

It is the policy of The District to negotiate contracts for professional services on the basis of demonstrated competence and qualifications for the professional services required and such services shall be at fair and reasonable prices.

Introduction

The Downtown CID announces the release of a Request for Proposal ("RFP") for the provisions of an assertive outreach and detoxification program in downtown Columbia, Missouri. The personnel assigned to those varied functions must come from one vendor that specializes in providing outreach services to the public and private sector. The contract will commence on approximately October 1, 2017 for a period of twelve (12) months.

The vendor will be expected to provide staffing and adjust staffing needs to fulfill existing and future contract needs. Staffing levels may increase or decrease as a result of organizational and contract requirements, and the vendor is expected to readily adapt to our requirements.

Scheduling

The program will entail various days, including nights and weekends.

General Required Training of Employees

The District requests that the vendor provide specialized training and employee instruction that will be provided to personnel working on this program. Additionally, the vendor must comply with all government mandated training programs.

Scope of Services

1. Needs Assessment
To identify a baseline level of activity, a survey must be conducted to identify the number of panhandlers, individuals who appear to be homeless, and individuals who appear to be homeless and intoxicated will be conducted in the downtown area. The survey must be conducted on various days of the week at various times.
2. Assertive Outreach
A trained community outreach worker will walk the identified downtown locations at various times on various days of the week. The outreach worker will engage with, in a friendly manner, and present and inform the individual that there are resources available to address their situation. Linkage with existing programs and services will be highlighted to move the person out of the Assertive Outreach stage as quickly as possible and into a continuum of care with a payer source to minimize project resources.
3. Social Setting Detox
Provide a social setting detoxification program services for someone downtown with problematic public intoxication and is ready to accept help.
4. Reporting and Invoicing
Invoicing and status reports of individuals contacted and results achieved.

The District requires the vendor to provide prospective employees of sufficient quality so as to meet the demanding nature of the work. The vendor will be required to be diligent in finding persons qualified to handle and thrive in The District's work environment.

Budget

Responses to this RFP should provide detailed billing rates for each listed position as well as all supervisors and overhead costs. All equipment and supplies provided by the vendor, as outlined above.

Payments

In order to receive payment for Services, the Vendor will be required to submit a monthly invoice setting forth in detail, for the period for which payment is requested, the Service actually rendered during that period itemized by location and the amount of payment requested and due therefor. Invoices may not be submitted more than once a month. All invoices shall be subject to the CID's review, verification and approval, and all payments shall be conditioned upon the CID's sole determination that all Services have been performed satisfactorily and in accordance with the terms of the Contract. Provide vendor payment bond, as required by law.

Sales and Use Tax

The CID is exempt from state and local sales and use tax. SUCH TAXES SHALL NOT BE INCLUDED IN PROPOSALS or in invoices submitted under the Contract, and unless otherwise agreed in writing, vendor shall pay any and all taxes, excises, assessments or other charges of any kind levied by any governmental authority in connection with the Contract and any services provided thereunder including, but not limited to, any such governmental charge of any kind levied on the production, transportation, sale or lease of any equipment, supplies, materials or other property or services of any kind used or transferred in the performance of the services. Vendor and all members of the Vendor Team shall hold the CID harmless from the payment of any and all such taxes, contributions, penalties, excises, assessments or other governmental charges. The CID will provide the selected Vendor with appropriate sales and use tax exemption certificate evidencing the CID's tax-exempt status.

Contract Conditions

The acceptance of any proposal and selection of any Vendor shall be subject to, and contingent upon, the execution by the CID of a Contract. The contract shall contain, among other terms, certain provisions required by law and by policies of the CID including, without limitation, the following providing that the Vendor:

- i. Shall defend, indemnify and hold harmless the CID, including employees and directors, against any claims or damages relating to its acts and omissions;
- ii. Shall maintain financial and other records relating to the Contract, including, without limitation, payroll records for a period of seven (7) years from the end of the Contract Term, and shall make such records available for inspection and audit;
- iii. Shall maintain insurance with insurers licensed or authorized to provide insurance and in good standing with the State of Missouri, such policies shall be in a form acceptable to, and include any conditions reasonably required by the CID, and naming the CID, employees and directors as additional insured's;
- iv. Shall be licenses to conduct business in the State of Missouri;
- v. Shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the Services as set forth in the Contract. Further, the Vendor must agree that it shall employ no person having such a conflict of interest in the performance of the Services; and
- vi. Shall agree to Boone County, Missouri as the venue in any legal action or proceeding between the Vendor and the CID.

State Sunshine Law

All Submissions submitted to the CID in response to this request may be disclosed in accordance with the standards specified in the Sunshine Law. The CID is a "public governmental body" pursuant to said Sunshine Law, therefore, all proposals may be disclosed.

Costs

The CID shall not be liable for any cost incurred by the respondent in the preparation of its Submission or for any work or services performed by the respondent prior to the execution and delivery of the Contract. The CID is not obligated to pay any costs, expenses, damages or losses incurred by any respondent at any time unless the CID has expressly agreed to do so in writing.

CID Rights

This is a "Request for Proposals" and not a "Request for Bids". The CID shall be the sole judge of whether a proposal conforms to the requirements of this RFP and of the merits and acceptability of the individual proposals. Notwithstanding anything to the contract contained herein, the CID reserves the right to take any of the following actions in connection with this RFP: amend, modify or withdraw this RFP; waive any requirements of this RFP; require supplemental statements and information from any respondents to this RFP; award a contract to as many or as few or none of the respondents as the CID may select; to award a contract to entities who have not responded to this RFP; accept or reject any or all proposals received in response to this RFP; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with the RFP; waive any conditions or modify any provisions of this RFP with respect to one or more respondents; reject any or all proposals and cancel this RFP; in whole or in part, for any reason or no reason, in the CID's sole discretion. The CID may exercise these rights at any time, without notice to any respondents or other parties and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation of this proposal or otherwise. All proposals become the property of the CID.

Applicable Law

This RFP and any Contract, Subcontract or any other agreement resulting henceforth shall be governed by the Laws of Missouri, and are subject to all applicable laws, rules, regulations and executive orders, policies, procedures and ordinances of all Federal, State and City authorities, as the same may be amended from time to time, including, without limitation, equal employment opportunity laws.

Brokerage Fees or Commissions

The CID shall not be obligated to pay any fee, cost or expense for brokerage commissions or finder's fees with respect to the execution of this Contract. The Respondent agrees to pay the commission or other compensation due any broker or finder in connection with the Contract, and to indemnify and hold harmless the CID from any obligation, liability, cost and/or expense incurred by the CID as a result of any claim for commission or compensation brought by any broker or find in connection with this Contract.

Additional Work

During the Contract, the CID, at its sole discretion, may choose to work with the selected Vendor and/or hire its services for projects other than the Scope of Services or projects that exceed the Scope of Services. The CID's decision to do so may be based on the firm's relevant experience and its successful performance under the contract.

Insurance

The Vendor and all approved subcontractors shall carry and maintain, during the Term, insurance issues by insurance companies authorized to provide insurance and in good standing in the State of Missouri. Vendor shall provide certificates of insurance and proof of payment.

<u>TYPE</u>	<u>AMOUNT</u>
A. Workers' Compensation	Statutory
Employers' Liability	\$500,000/\$500,000/\$500,000
B. Commercial General (public) Liability Insurance	
a. General Aggregate limit	\$2,000,000
b. Products & Completed Operations limit	\$2,000,000
c. Personal & Advertising Injury limit	\$1,000,000
d. Each Occurrence limit	\$1,000,000
<i>The above insurance to include coverage for the following: Premises/Operations, Independent Contractors, Products/Completed Operations, Personal Injury and Contractual liability</i>	
C. Broad form property damage, to include fire legal liability	\$50,000 per occurrence
D. Business Automobile Liability	
a. Owned/leased vehicles	Combined Single Limit (CSL) of \$1,000,000
b. Non-owned vehicles	
c. Hired vehicles	
E. Umbrella Coverage	\$5,000,000

Employment Standards

Vendor is expected to provide employment standards for recruiting staff, conducting employee background checks, drug testing, grooming and other personnel policies and practices and policies for working in inclement weather.

Questions

Respondents may submit questions and/or request clarifications from the CID by submitting them in writing to the contact person at the contact person's email address listed below. All questions and clarifications must be submitted no later than the mandatory pre-submission meeting.

Disclaimer

The CID, and its respective officers, directors, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the CID does not warrant or make any representation as to the quality, content, accuracy or completeness of the information, text, graphics or any other facet of this RFP, and hereby disclaim any liability for any technical errors or difficulties of any nature that may arise in connect with any website on which this RFP has been posted, or in connection with any other

electronic medium utilized by the respondents or potential respondents in connection with or otherwise related to this RFP.

Letter of Interest & Qualifications

A Sealed Bid including fifteen (15) copies of the letter of interest and qualifications should be delivered and emailed to:

Katie Essing, Executive Director
The District
11 S. Tenth St.
Columbia, MO 65201
kessing@discoverthedistrict.com

Proposals are due by 4:00 p.m. on Friday, August 4, 2017.

Information submitted shall include the following:

1. Itemized pricing for each element of scope of services
2. Brief description of the firm, its history, and its background in the field
3. Bidder's Federal Employee Identification Number
4. Qualifications of the firm
5. List of all sub consultants (if any) and their background and contact information
6. List of key personnel for the project, including relevant experience of each.
7. List of similar work performed for municipalities or agencies, including a description of the work, cost of the project, and a list of references with phone numbers
8. Provide a methodology for tracking and reporting all data and work performed.
9. Provide a description of how performance of all services will be measured and the reporting methods that will be used.
10. A copy of bidder's certificate of corporate good standing or fictitious name registration from the Missouri Secretary of State or other evidence acceptable to The District.
11. A statement that the bidder is current on payment of its: (i) Federal income tax withholdings; and (ii) State income tax withholding and unemployment insurance payments, either in Missouri for companies doing business in Missouri, or in the state in which the bidder has its principal office.

Selection Process

Proposals will be screened by a committee for adequacy of content, technical competency and experience.

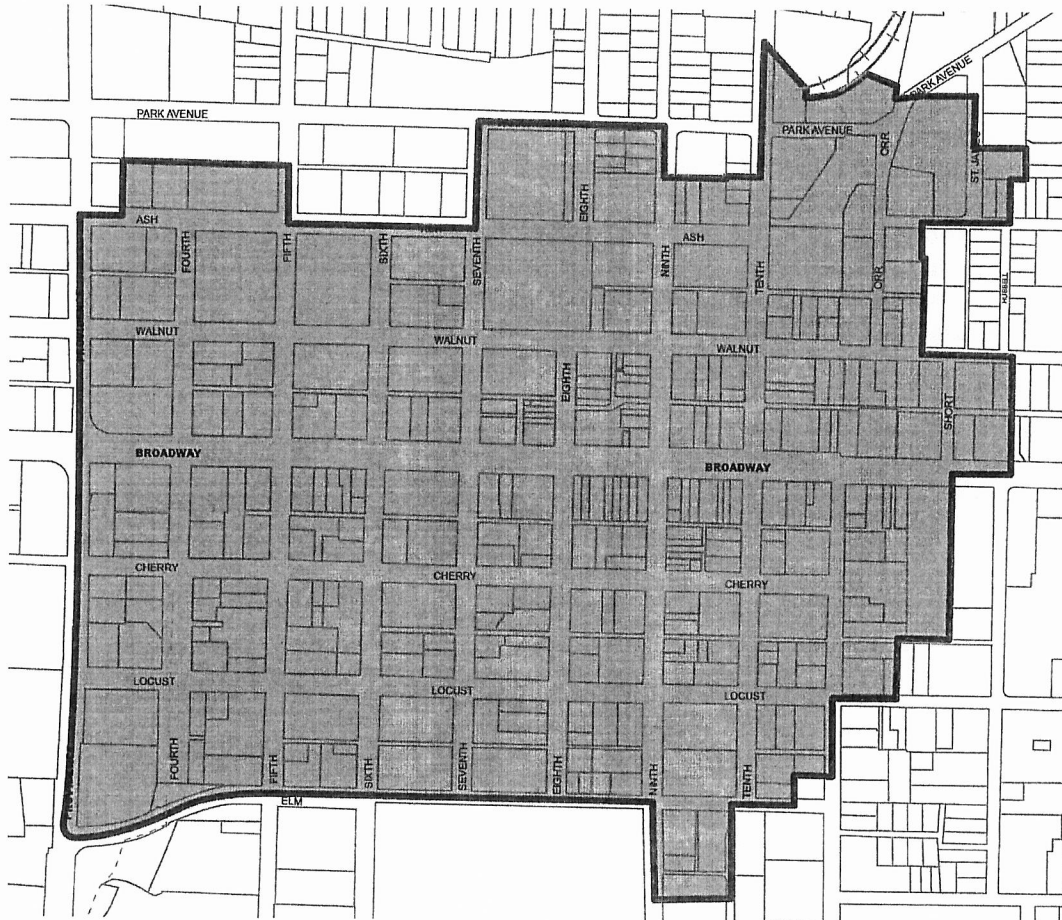
Criteria for the selection shall be as follows:

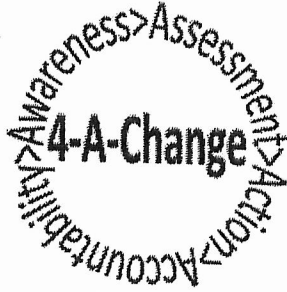
1. Proposal content
2. Background and similar experience
3. Capacity and capability of professional firm to perform the work required, including specialized services
4. Experience of key people, including project specific experience for each person
5. Satisfactory references
6. Demonstrated success in outreach services
7. Past record of performance for professional firm with respect to such factors as control of costs, quality of work and ability to meet deadlines.
8. Sensitivity to context of Columbia, Missouri

Contact Information for Questions:

Katie Essing, Executive Director
kessing@discoverthedistrict.com
573-442-6816

Exhibit A: The Downtown CID (The District) Map:





AAAChange, LLC
10 E. Leslie Lane
Columbia, MO 65202
(573)256-0174
<http://aaaachange.com>

FEIN: 81-2883096

Solution Focused Outreach and Linkage Program District CID Proposal--AOPD

Introduction-Statement of Problem

The District encompasses 50 square blocks of mixed-use properties, including government entities, retail businesses and professional services, residential, and non-profits. There is a history of a small number of individuals being publicly intoxicated and/or aggressively panhandling those who come to the District for work, shopping, and entertainment. This behavior has the potential to de-incentivize people from using the District thus having a negative impact on those who do business there and the quality of life for those who reside there.

Proposal Summary

AAAChange is proposing the provision of proactive outreach and engagement services directed towards individuals engaged in panhandling, public intoxication and/or appearing to be homeless. A baseline of activity will be completed through a comprehensive needs assessment. Data will be collected in the same format as has been done previously to allow meaningful comparisons through time.

Outreach, engagement, assessment and linkage with services and supports will be utilized to engage participants in positive activities that are incompatible with the above-mentioned problematic behaviors. A solution-focused approach will be utilized that quickly moves individuals into taking steps towards meeting their positive life goals. A radical non-judgment approach will allow for a wide variety

of solutions to be developed in partnership with those being served increasing the chance of lasting behavior change.

The principals will link and transport those in need of detoxification services with providers in Columbia or Jefferson City. By utilizing multiple detoxification service providers individuals who are on a "banned list" or who have a negative opinion of a provider can be linked to this service. Payment for detoxification services will ensure access when it is needed.

In addition the judicious use of small incentives and one-time purchases of critical items will help facilitate program participants out of panhandling, homelessness, and public intoxication. Program participants will be linked, through a warm handoff, with existing social service agencies, day labor firms, self-help groups, and a network of formerly homeless individuals who want to give back.

There will be a strong focus on relationship building and ongoing follow up. Solution focused approaches identify a "happy life goal" through the use of the miracle question (If you woke up tomorrow and a miracle occurred and your life was perfect how would you know it was different?). It is a brief intervention that is focused on the development of positive change through instilling hope and setting and achieving goals.

Monthly reports and invoices will be submitted on a timely basis. Communication with CID staff will be ongoing and outreach services will be provided to specific individuals upon request in a timely manner. At the conclusion of the program the needs assessment will be repeated to examine District-wide impacts. An analysis will be performed including recommendations for future actions.

AAAChange, LLC

AAAChange, LLC is a partnership between brothers Michael and John Trapp. We are a little over a year old and have performed services for local organizations like Welcome Home, In2Action, Encircle Technologies, and the Anxiety and Depression Clinic of Columbia as well as clinical supervision and training for individual substance use disorder counselors. Services provided have included; program development, grant writing, needs assessment, staff and board training, and the direct provision of clinical and educational services.

AAAChange (pronounced 4-A-Change) is rooted in the four "A"s of positive change: Awareness, Assessment, Action and Accountability. We value replicable solutions for the most pressing social problems harnessing the power of creativity, community, and collaboration. We pride ourselves on individualized quality service, flexibility, and going the extra mile to ensure success.

Qualifications

Our principals have a combined 35 years of experience successfully partnering with individuals from diverse backgrounds with a wide array of barriers and problematic behaviors. We have found success in meeting individuals where they are with a high level of authenticity and engaging in genuine transformative partnerships.

Michael has over 25 years experience in the helping professions. He has a MA in Sociology from the University of Toledo and maintains a Co-Occurring Disorders Professional Certification through the Missouri Credentialing Board. He has had success with a variety of populations including individuals and

families experiencing homelessness, individuals with mental health and substance use disorders, survivors and perpetrators of domestic violence and child abuse and neglect, adults and children with developmental disabilities, and adolescents with emotional impairments. He has been an engagement specialist with a solid record of accomplishment with the most hard to serve individuals and families.

Locally, Michael had an 11-year career with Phoenix Health Programs, with increasing responsibility, and ultimately served as executive director. He designed and/or implemented Phoenix's most successful community based programs including Assertive Community Treatment, the most successful Disease Management program in the state of Missouri, and the Assertive Outreach and Detoxification program. He brought harm reduction and community based strategies to Phoenix. Prior to Phoenix Michael was a case manager at True North and provided batterer intervention at Family Counseling Center.

Michael serves on the Columbia City Council and has been active in community coalitions to address homelessness. He serves on the Board of Advisors for Turning Point and MU's Integrative Behavioral Health Clinic. He has a comprehensive knowledge of the local social service scene and has a long track record of lives changed and personal relationships with formerly homeless individuals who would like to give back to the community. He also serves as an Ex Officio member of REDI and enjoys extensive contacts with local employers and engaged citizenry.

John served as a practice manager at Tod Mikuriya, MD an alternative medical clinic in Berkeley California working with a harm reduction approach. John established the practice and developed all forms, processes, and an electronic health record system. John has experience with individuals with homelessness and is proficient in harm reduction strategies.

Both John and Michael have extensive life experience and a unique ability to engage those in street culture. Both have hitchhiked across the country and lived out of their backpacks for years at a time. Both have a capacity for radical non-judgment and a sincere belief in the capacity of every individual to embrace positive change. Both are experienced and comfortable with diverse populations, creative, and able to engage easily with those this program is meant to serve.

Budget and Scope of Service

The costs associated with this proposal are; outreach services, detox beds, and incidentals. Outreach services will bill at \$75/hr during regular business hours and \$100/hr for nights and weekends. Detox beds have been costed at \$265/day with an average stay of 3 days. Incidentals may include buying coffee or lunch for subjects to gain trust and cooperation, the cost of helping subjects reconnect with family (i.e. bus ticket), transportation, and printing and office expenses.

Methodology for Tracking and Reporting

Detailed records and receipts will be maintained and made available to the CID upon request. Invoices will be presented monthly after the services have been rendered.

Performance Measurements

Our goal is to change the behavior of the targeted individuals and we will set criteria to measure that goal. We will provide monthly progress reports detailing the outcome of our efforts. We will make ourselves available to give progress reports in person to the CID Board upon request. We will also

provide two, more extensive, reports. 1) By the end of the first quarter we will provide a report detailing a census and comprehensive needs assessment of problem individuals and our plans to aid them in finding services, employment, treatment, family linkage etc. 2) At the end of the contract we will provide another extensive report with a current census, our efforts and outcomes during the contracted period, and recommendations for ways to move forward in addressing this issue.

Addendums

Addendum A: Fictitious name certificate from Missouri Secretary of State

Addendum B: Statement regarding being current on all taxes and payments to Federal and Missouri governments.



AAAChange, LLC
10 E. Leslie Lane
Columbia, MO 65202
(573)256-0174
<http://aaaachange.com>

August 2, 2017

Statement of Federal and State Taxation Compliance

AAAChange, LLC

FEIN: 81-2883096

This certifies that AAAChange, LLC is current on payment of its Federal income tax withholdings. Further, AAAChange, LLC is not in arrears with Missouri income tax withholding or unemployment insurance. AAAChange, LLC is in compliance with all tax laws in all jurisdictions.

Signed under penalty of perjury:

John Trapp, Principal

Date

AAAChange, LLC