Request for Proposals

Social services projects to serve City of St. Louis Park residents

The City of St. Louis Park, Minnesota, is seeking proposals for social services projects to serve residents of St. Louis Park in calendar year 2027.

Proposed projects must address one or more of the following:

- Emergency housing assistance for low-income adults, at or below 60% average median income (AMI) for renters and 115% AMI for homeowners.
- Services to support senior independence to allow low-income adults 60 and older to remain in their home (115% AMI for homeowners).
- Services for individuals and households experiencing food insecurity to improve access to healthy food.
- Other basic needs may be considered, subject to conformance with city policies.

Total funding available is expected to be $300,000, subject to city council approval of the 2027 budget. $250,000 of the funding is from the Affordable Housing Trust fund and can only be used to address housing goals. Of that, $175,000 is reserved for emergency rental assistance and $50,000 for mortgage assistance.

Qualifications

Proposers and the projects must meet the following criteria:

- Demonstrated need by the targeted population for the proposed service.
- Compatibility with the RFP project requirements.
- Direct service provided to St. Louis Park residents.
- Demonstrated efforts to serve low-income people of all races/cultures/ethnicities.
- Demonstrated value to the community.
- Certified non-profit agency.

Proposal requirements

Proposals shouldn't exceed 25 pages, including attachments, and should include the following elements:

Executive summary

- Agency name, address, contact person, phone and email
- Total amount of request
- Brief description of service(s) to be provided
- Identify priority area(s) the proposed services are addressing:
    - Emergency housing assistance for low-income renter households below 60% AMI and/or 115% AMI for homeowners.

    - Services to support senior independence to allow low-income adults 60 and older to remain in their home
    - Services for individuals and households experiencing food insecurity to improve access to healthy food
    - Other basic needs services, subject to conformance with city policies.
- Explain how the services you are proposing to provide will benefit St. Louis Park residents
- Indicate any additional funding from other sources for the proposed program.
- Explain any formal or informal partnership you have with the City of St. Louis Park

Agency profile

- Agency mission statement.
- Verification of legal non-profit status.
- T**otal agency budget** for 2027.

Technical proposal

- Describe service to be funded, including:
    - Brief statement detailing the service, the need for the service, and how it will be provided
    - Describe target populations, including:
        - Estimated number of **unduplicated** individuals you plan to serve who live in St. Louis Park
        - Outreach planned to reach targeted populations
    - Eligibility criteria and process
    - How clients are involved in the planning process for service
- Describe how your program will provide services to its target population and evaluate effectiveness. Use both quantitative and qualitative goals.
    - Your program goals, objectives and outcomes should be clearly outlined and be **specific, measurable, achievable, realistic and timebound.**

Project budget

Minimum request amount is $10,000. Eligible expenses related to proposed projects include costs for direct services to St. Louis Park residents that meet one or more of the project requirements, and staffing costs directly related to administration of the proposed project, to a maximum 10% of the total funding request. No other administrative expenses are eligible.

- Attach **proposed project budget** for 2027.
- Itemize proposed expenses and describe as applicable.
- Indicate both proposed city funds and other funds to support the project.

Instructions for proposal submission

- All correspondence, questions and proposals/quotes should be submitted by email to Marney Olson, housing manager, at molson@stlouisparkmn.gov or 952.924.2196.

- The information requested in the attached Request for Proposal must be addressed in your proposal.
- Submit one electronic copy (word or pdf) of your proposal by 4:30 p.m. November 16, 2026 (LATE PROPOSALS WILL NOT BE ACCEPTED) to Marney Olson, housing manager, at molson@stlouisparkmn.gov.
- Applicants may be asked to respond in writing to additional questions. The City of St. Louis Park will tentatively notify applicants of recommended award by December 31, 2026. Formal award of contracts for services will occur in early 2027.

Timeline

The following is the anticipated proposal and project timeline. Dates are subject to change.

- RFP proposals due Nov. 16, 2026, by 4:30 p.m. Late proposals will not be accepted.
  - City staff will respond in writing to questions. Questions and answers will be distributed by email by November 9, 2026 to all potential proposers of which we are aware.
- Proposal evaluation: December, 2026
- Tentative notification of recommended award: By Dec. 31, 2026
- Formal award of contracts for services: Early 2027

Evaluation criteria

In addition to what's listed above in this RFP/Q, proposals will be evaluated based on the following criteria:

Proposal response

- Compliance with RFP requirements and goals
- Quality, clarity and responsiveness of proposal
- Demonstrated need by the targeted population for the proposed service
- Provides direct service to St. Louis Park residents
- Demonstrated efforts to serve low-income people of all races/cultures/ethnicities
- Demonstrated value to the community

General

Cost liability

The City of St. Louis Park is not liable for any cost incurred by the prospective providers prior to the signing of the contract.

Right to reject bids

The City of St. Louis Park reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects, in the city's judgment. In determination of award, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied and delivery terms will be considered.

Contract

The selected provider will be required to sign the city's standard agreement for professional services, with provider's proposal as an appendix, and submit two reports, in June and December, on service outcomes for the preceding six months. A sample of the standard agreement for professional services is attached. Contracts exceeding $175,000 require approval by the St. Louis Park City Council.

Additional information

- Bid to be awarded on a not-to-exceed basis.
- Proposers may offer ideas and services outside the scope of services; however, all such exceptions should be specifically noted and explained.
- Any other relevant information that supports the submitted proposal.

St. Louis Park
MINNESOTA
Experience LIFE in the Park

SAMPLE AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered into as of **DATE** by and between the City of St. Louis Park, a Minnesota municipal corporation ("City") and **BUSINESS NAME** ("Contractor") whose business address is **STREET ADDRESS**

1. City hereby engages Contractor to perform services, and the Contractor agrees to provide services to the City consisting of the following: **INSERT DESCRIPTION**

2. Contractor agrees to the following outcome measures:

    a. INSERT MEASURES

3. To assure coordination between City and the Contractor under this agreement, the Contractor agrees to take the following measures:

    A. Contractor will send to the City a six-month, service evaluation report by July 30, **20__,** and January 30, **20__** indicating progress toward outcomes as the Contractor has specified pursuant to this agreement. Reporting will include the number of eligible households served, services provided and funds spent. Additional reporting may be requested including demographic data for individuals and households served.
    B. Contractor will provide services under this agreement to all persons without regard to race, color, sex, marital status, or status with regard to public assistance or disability.
    C. Contractor will defend, indemnify and hold harmless the City of St. Louis Park, its officers, employees and agents from any and all claims, causes of action, lawsuits, damages, and losses or any acts or omissions on the part of the Contractor in connection with the provision of services under this agreement.
    D. It will at all times while this agreement is in effect permit a person designated by the City to act as a liaison to the Contractor and its Board of Directors and committees.
    E. It will permit the person so designated by the City to attend, as an observer, all meetings of the Board of Directors and all committees of Contractor's organization and to participate in discussions and deliberations of such board and committees. Such person shall not be entitled to vote at meetings of Contractor's board or committees.

4. For the performance of the services described in the foregoing Sections 1, 2 and 3 above, the City agrees to pay the Contractor and Contractor agrees to accept the following:

    A. City shall pay to the Contractor **DOLLAR AMOUNT** for **DESCRIPTION** which shall be paid in one lump sum by **DATE**, pending receipt of fully executed agreement.
    B. This agreement is for the calendar year **YEAR** and will be terminated automatically at the end of the calendar year. The agreement may also be terminated by the City, with or without cause, upon giving 30 days' notice prior to written notice to the Contractor. Funds not expended by 12/31/**YEAR** will be returned to the city

5. Compliance with Laws and Regulations. In providing services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

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6. Independent Contractor. It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the Services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment, and tools required to accomplish the Services contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture or agency relationship.

7. Insurance Requirements. The Contractor, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

   A. General Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of $1,000,000 per occurrence; $2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.

   B. Automobile Liability. If the Contractor operates a motor vehicle in performing the Services under this Agreement, the Contractor shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of $1,000,000 combined single limit.

   C. Workers' Compensation. The Contractor agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry employers liability coverage with minimum limits are as follows:
      - $500,000 – Bodily Injury by Disease per employee
      - $500,000 – Bodily Injury by Disease aggregate
      - $500,000 – Bodily Injury by Accident

   The Contractor shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

   The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

   The Contractor's policies shall be the primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of Contractor's performance under this Agreement.

   The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days advanced written notice to the City.

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8. Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, and hold-harmless the City and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

9. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.

10. Amendments. Any modification or amendment of to this Agreement shall require a written agreement signed by both Parties.

11. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

12. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Hennepin County, Minnesota.

13. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Contractor in the performance of services under this Agreement shall be the property of the City.

14. Contractor Subject to Audit. Pursuant to Minnesota Statutes, § 16C.05, Subdivision 5, the Contractor agrees that the City, the State Auditor, Minnesota Legislative Auditor or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City, and involve transactions relating to this Agreement. The Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

15. Records Access. The Contractor shall provide the City access to any books, documents, papers, and records which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for six (6) years after final payment and other pending matters related to this Agreement are closed. The six (6) year retention period shall be extended for additional periods if required for City compliance with state or federal auditing or data practices requirements.

16. Government Data/Privacy. Contractor agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, HIPAA requirements, and all other applicable state or federal rules, regulations, or orders pertaining to data privacy or confidentiality. The Contractor understands that all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing

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those functions that the City would perform is subject to the requirements of Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Contractor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

17. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

18. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

19. Third Parties. This Agreement does not create any rights, claims or benefits inuring to any person that is not a Party hereto nor create or establish any third Party beneficiary.

20. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

IN WITNESSETH WHEREOF, the parties hereto have made and executed this agreement as of the day and year first above written.

City of St. Louis Park

_____

Kim Keller, City Manager

BUSINESS NAME

_____

BUSINESS EXECUTIVE

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