

# REQUEST FOR PROPOSALS

FOR

## INTERNATIONAL MENTORING PROGRAM CONSULTANT



ST. LOUIS MOSAIC PROJECT

**Issued by the St. Louis Center for International Relations  
d/b/a World Trade Center-St. Louis**

**Proposals Due By:**

**Friday, April 26, 2019, at 5:00 PM  
World Trade Center-St. Louis  
c/o St. Louis Economic Development Partnership  
ATTN: Betsy Cohen  
120 S. Central, Suite 1200  
St. Louis, Missouri 63105  
(314) 615-8107  
[ecohen@worldtradecenter-stl.com](mailto:ecohen@worldtradecenter-stl.com)**

## Introduction

The St. Louis Center for International Relations d/b/a World Trade Center-St. Louis (the “WTC”) is a non-profit charitable organization established for the purpose, among others, to promote international cooperation through job creation, new investment, exchanges, and development in the areas of economics, commerce, education, technology, and culture, and the advancement of international business growth and economic development opportunities. The WTC is provided staff by the St. Louis Economic Development Partnership (the “Partnership”).

The WTC and the Partnership work to grow the number of foreign-born entrepreneurs and employees in the St. Louis region through the St. Louis Mosaic Project (“Mosaic”). Mosaic works to impact the regional growth and economic prosperity of the St. Louis region through immigration. To that end, Mosaic’s “International Mentor Program” pairs international women one-on-one with local women, who serve as mentors for a one-year period. During the program, the matched mentor pairs meet individually as well in cohort groups of approximately ten women (five mentor pairs). The program was founded by a local volunteer, who will continue to lead the program by matching the mentoring pairs and designing cultural opportunities for program participants within the St. Louis community.

The WTC issues this Request for Proposals (“RFP”) for the services of a consultant to perform administrative and support services for the International Mentor Program. This contract will be on an ***off-site, part-time consulting basis***, called “Mosaic International Mentoring Program Consultant.” This contract is for a term of six (6) months, to begin June 3, 2019, and end December 6, 2019, with two successive options for the WTC to renew for terms of six (6) months each.

## Scope of Services

Pursuant to this RFP, the consultant will coordinate and facilitate meetings for each cohort group in the International Mentor Program, to occur at least bi-monthly (i.e. 6 meetings annually for each cohort of 10 women). Mosaic anticipates that there will be 5-6 cohort groups during the initial one-year period. The consultant shall report to the Executive Director of Mosaic. More specifically, the consultant shall work with Mosaic staff and volunteers to provide services for the program including, but not necessarily limited to, the following:

- Organize program meetings at WTC’s offices, notify each participant of meeting times and locations, and track participant attendance;
- Coordinate with Mosaic’s volunteers to arrange and advertise cultural opportunities and events for the larger cohort groups within the St. Louis community;
  - This will include, but is not limited to: sending RSVPs to participants, marketing the event, and managing social media and website.
- Arrange periodic alumni meetings for past program participants;
- Develop a process to track program participation amongst both mentors and participants (already at close to 100), event attendance, meeting schedules, meeting locations, and mentor connections;
- Track the various cohort group meetings and events across the entire program;

- Keep and organize each cohort group’s meeting photos and meeting history;
- Coordinate with Mosaic staff to ensure all necessary meeting materials are available, on an as needed basis; and
- Assist Mosaic to coordinate dates and prepare materials for the “International Mentoring Advisory” committee (to be established during 2019), which will meet 4 times per year;

### Requirements

The consultant should meet the following requirements:

- Willingness to coordinate with Mosaic staff and volunteers;
- Willingness to immerse oneself in St. Louis’ international community;
- Excellent verbal and written/electronic/digital communication skills;
- Experience assisting the development of personal connections (preferred); and
- Knowledge of and experience with Mosaic programs (preferred).

### Qualities

The consultant should be outgoing and energetic, creative, and solutions-oriented with superb interpersonal and relationship-building skills. The consultant should have a collaborative work style, with the ability to work independently.

### Compensation

The contract requires twenty (20) hours per month to be compensated at a rate of Twenty-Five Dollars (\$25) per hour. For the providing the services, the Partnership shall compensate the consultant an amount not to exceed Five Hundred Dollars (\$500) per month, plus mileage reimbursement.

## **Proposal Content**

Proposals must include, at a minimum, the following information:

1. Experience and Qualifications - Provide a cover letter to detail your professional experience working with international and local women as well as connections and years of experience with arranging corporate or community meetings.
2. Communications Skills - Provide your approach to employ digital media to engage and maintain relationships for the International Mentor Program.
3. Resume and References - Provide a current resume. Provide at least two references to demonstrate the bidder’s deep local connections and relationship-building skills.

## **Selection Criteria**

Proposals submitted will be reviewed by the Partnership's staff for completeness and qualifications. The Partnership may elect to choose the most highly qualified respondents for an interview or further discussions. Selection of an applicant will be made on the basis of the following criteria:

1. Qualifications and experience of the applicant and approach to and understanding of the project, as detailed in the applicant's resume, cover letter, and references.
2. Willingness and ability to work in a coordinated, cooperative manner with Mosaic and WTC staff;
3. Responsiveness to RFP categories.

The World Trade Center-St. Louis actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The WTC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

## **Terms and Conditions**

The following terms and conditions apply to all proposals:

1. The WTC reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The WTC also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the WTC to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the WTC as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the WTC, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants,

attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

### **Submission of Proposals**

**To be considered, proposals must be received no later than Friday, April 26, 2019, at 5:00 PM CST.**

Electronic proposals should be sent by email to [ecohen@worldtradecenter-stl.com](mailto:ecohen@worldtradecenter-stl.com).

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