

REQUEST FOR PROPOSALS

For

Indian Outreach Consultant (part-time)



Issued by the World Trade Center-St. Louis

Proposals Due by:

Wednesday, January 18, 2023, at 5:00 PM CST

World Trade Center-St. Louis

c/o St. Louis Economic Development Partnership

ATTN: Betsy Cohen

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Introduction

The St. Louis Center for International Relations d/b/a World Trade Center St. Louis (“WTC”) is a nonprofit charitable organization organized for the purposes, 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 to advance international business growth and economic development opportunities.

The WTC works 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. The future growth of the St. Louis region depends on the attraction and retention of people with heritage from India, the largest population of foreign-born people in the region. To that end, Mosaic wants to engage more actively with the various components of the Indian community to educate them about the services of the Mosaic Project, to learn and support different needs/goals of the Indian community, and to work to develop programs to attract more work-authorized Indian people to move to the St. Louis region.

The WTC issues this Request for Proposals (“RFP”) for the services of an Indian outreach consultant. This contract will be on an off-site, part-time consulting basis, called “St. Louis Mosaic Project Indian Outreach Consultant.” This contract is for a term of six (6) months, beginning February 6, 2023, and ending August 6, 2023, with an option to renew for additional six (6)-month terms as agreed.

Scope of Services

Pursuant to this RFP, the successful candidate shall work with WTC staff to provide services including, but not necessarily limited to, the following:

- Develop talking points about the Indian community to be shared at key events throughout the year, for both Indian organizations and for the general community;
- Give direction to a group of young Indian leaders (to be established early 2023 through Mosaic leadership) who will design and populate data for a brochure about the assets available to the Indian community and create an Indian-specific portal within the Mosaic website;
 - This web area will include data, a calendar of events, information on holidays and stories about a range of Indian leaders.
- Attend a range of Indian events with a Mosaic booth to share information and collect insights, based on relationships within the Indian community;
- Be the liaison to a university that will develop a student project;
 - The project will develop a data set about the demographics of the community and find/design maps of Indian living and working patterns in the region.
- Interface with the top fifteen sports, cultural, and educational organizations in the St. Louis region to assist the development of Indian-themed events for the benefit of both the Indian and general communities;
- Set up a unique “St. Louis Welcome Matching Program” with at least one family from each state within India as the agreed-upon “Welcome Family” to offer newcomers from that state a friendly welcome;
- Explore with civic leaders the possibility of a downtown Indian festival/race/celebration to engage both the Indian and general community in 2024; and
- Advise Mosaic leadership on additional corporate and artistic opportunities to give support and/or build awareness of the Indian community.

The successful candidate shall report to the Executive Director of Mosaic. The candidate shall synthesize information from several sources to understand, identify, and address any Indian community needs.

Requirements

The successful consultant should meet the following requirements:

- Capable of self-direction and the independence to perform the services without day-to-day oversight, supervision, or direction.
- Knowledge of/connections to the St. Louis, Missouri, and Southern Illinois Indian communities, including a willingness to immerse oneself in the regional Indian community.
- Excellent verbal and written communication skills, including the ability to:
 - Facilitate and mediate conversations involving sensitive issues;
 - Develop and deliver presentations to Indian community groups of different cultures and faiths;
 - Problem-solve and create solutions;
 - Plan, organize, and prioritize assignments, projects, and daily tasks; and
 - Assess problems and identify solutions.
- Capable of sound judgement and decision-making.

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. The consultant should maintain an awareness of and responsiveness to cultural and ethnic or religious differences.

Compensation

The contract requires forty (40) hours per month with approximately 10 hours per week. For the services provided, the Partnership shall compensate the consultant in an amount up to \$25/hour or One Thousand per month (\$1,000), plus mileage reimbursement.

Proposal Content

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

1. Experience and Qualifications: Provide a cover letter detailing the consultant's professional experience working with the Indian community and the consultant's approach to and understanding of the project. Identify any relevant business and/or community connections and all relevant Indian community outreach or economic development experience.
2. Indicate the consultant's willingness and ability to work in a coordinated, cooperative manner with Mosaic, WTC staff and community partners.
3. Resume and References: Provide a current resume for the primary service provider. Provide at minimum one reference demonstrating the consultant's connection to the Indian community.

Selection Criteria

Proposals submitted will be reviewed by the WTC staff for completeness and qualifications. The WTC may choose the most highly qualified respondents for an interview or further discussions. Selection of a consultant will be made based on the following criteria:

1. Experience and qualifications of the consultant and approach to and understanding of the project, as detailed in the consultant's resume, cover letter, and references.
2. Willingness and ability to work in a coordinated, cooperative manner with Mosaic, WTC staff and community partners.
3. Responsiveness to RFP categories.

The WTC 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 Partnership 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 Wednesday, January 18, 2023, at 5:00 PM CST.

Electronic proposals should be sent by email to ecohen@worldtradecenter-stl.com.

World Trade Center
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