



**The Janet S. Munt Family Room
Request for Proposals (RFP)
Independent Contractor- Community Organizer**

1. Background

Winooski was awarded a grant through the Vermont Working Communities Challenge to build economic opportunity for and elevate New American voices through grassroots and community driven efforts. The Winooski grant team is seeking a contractor to support our efforts.

2. Scope of Services

The contractor will work with a team to enhance and build cross-sectoral collaborations to enhance economic opportunity by advancing equity. This will include:

- Working with the community of Winooski to solicit ideas
- Assembling a list of residents for the team to consult
- Engaging the community in program creation and processes
- Recruiting new team members from the community
- Co-developing the team structure
- Setting priorities and creating “Action Teams” to meet those priorities

In all aspects, emphasis is to be placed on historically marginalized voices, especially New Americans.

If the contractor, in consultation with the team, determines that a project or projects would be among the best tools to achieve the outputs above, projects may include, but are not limited to:

- Building connections between Winooski’s subcommunities
- Informing language access to businesses and services
- Intensive, stipended English Language Learning opportunities for adults
- Improve access to better job opportunities or entrepreneurship, for youth and/or adults
- Support the Winooski Parents and Student Project

3. Timeline

The contract is expected to be November 2023 through April 2024. An extension may be negotiated. Work time is anticipated to be 10-20 person-hours per week but may also be

negotiated.

4. Qualifications and Evaluation Criteria

The ideal person or team will:

- English language proficiency
- Have strong communication skills
- Have strong community organizing skills
- Be self-directed and take initiative
- Have the ability to collaborate across different cultures
- Have existing connections with Winooski's historically marginalized voices, especially refugees
- Have strong facilitation skills
- Have an understanding of multilingual and multicultural communities
- Have basic administrative skills, such as scheduling meetings and emailing

The proposal should demonstrate these qualifications through examples.

Those who do not meet the ideal criteria are still encouraged to bid.

5. Submission Instructions

Submissions may be given either in writing or verbally.

Instructions for written submissions:

Please use the bid form. Proposals are to be provided by Monday, November 6th at 2pm either:

- By email pdf attachment to info@vtrural.org, subject line "Winooski WCC Bid" OR
- in a sealed envelope to Josh Miller, at 20 Allen St. at the Janet S. Munt Family Room, in person or by mail.

Instructions for verbal submissions:

- Email (jenna@vtrural.org) or call to set up a time to complete the bid form either in person or over the phone by **Monday, October 30th**. Submissions must be completed no later than **Monday, November 6th at 2 pm**.

Proposals must include a detailed budget in table or spreadsheet form. Supplemental materials like additional narrative, write-ups of previous examples, and testimonials from previous clients, supervisors, or colleagues are allowed but not required. The amount of supplemental materials is limited to five single-sided pages.

6. Questions

Questions are to be addressed to Josh Miller in writing at josh@thefamilyroomvt.org. Questions will be shared with the current team.

7. Selection Process

Qualified bidders will be given an opportunity to meet the team to learn more about the project, ask questions and get to know the team. Qualified bidders may be invited for an interview.

7. RFP Administration

This Request for Proposal is issued by The Janet S. Munt Family Room (JSM Family Room) The JSM Family Room reserves the right to terminate, modify or suspend the process, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities in any submission, all as the best interests of the JSM Family Room may appear. The administrator for this selection process is responsible for coordination of the procedures and rules specified in this RFP, managing this process and all other matters related to this process. The RFP administrator will serve as the primary intermediary between the proposers, The JSM Family Room, and the members of the Selection Committee.

The JSM Family Room reserves the right to issue contracts to multiple vendors. The JSM Family Room will not accept any unsolicited information, in any form whatsoever, from bidders after the proposal due date.

8. Bid form

Bid form is attached.

9. Advertising locations

- Vt Business Registry and Bid System
- AALV
- www.thefamilyroomvt.org
- Common Good Vermont
- Social Media including Facebook and LinkedIn
- Burlington Free Press
- VT Professionals of Color Network
- Hard copy notices to specific people



Winooski Working Communities Challenge 2023 - 2024

Bid Form

This completed Bid Form must be submitted along with any other required or optional

documents. Refer to the Request for Proposals (RFP) regarding required attachments, deadlines, and submission instructions.

I. Bidder's Contact Information

Name, Title / Organization / Business

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Mailing Address Physical Address (if different)

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Contact Person

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Email Address (optional) Phone #

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Team Members (list, list name if only one person)

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II. Lump Sum Cost

Please attach a detailed project budget

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III. Bidder's Qualifications and References

Please describe the bidder's qualifications for each of the review criteria in Paragraph 4 of the RFP, including examples and references. Add a separate page if necessary.

IV. Attachments

- Detailed budget in table or spreadsheet form
- Sample / examples (not to exceed 5 pages single-sided)

V. Bidder's Acknowledgement

Bidder accepts all of the terms and conditions of the Instructions to Bidders.

Signature
Printed Name

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Josh Miller, Executive Director
Janet S. Munt Family Room
20 Allen Street
Burlington, VT 05401

Questions: josh@thefamilyroomvt.org
802-380-4752