



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

1. Background

The Federal Reserve Bank of Boston awarded several grants of \$300,000 to collaborative groups around New England under its Working Communities Challenge (WCC) initiative. The purpose of the WCC initiative is to build cross-sectoral collaborations to enhance economic opportunity by advancing equity. The strategy is to look at systems that are in place, strengthen existing coalitions, and build coalitions where there are none.

Winooski was awarded one of these grants to build economic opportunity for, and elevate, New American voices through grassroots and community driven efforts. The Winooski WCC fits into the local vision of equitable access to anything in the city, including services and resources. The Winooski WCC has had some successes and challenges in the last two years and now needs a dedicated person or team to re-energize the effort.

2. Scope of Services

The contractor will work with the Winooski Working Communities Challenge (WCC) committee (known as the “Core Team”) to:

- Work with the community of Winooski to solicit ideas
- Assemble a list of residents for WCC to consult
- Engage the community in program creation and processes
- Recruit new Core Team members from the community
- Co-develop the Core Team structure
- Set priorities and create “Action Teams” to meet those priorities

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

If the contractor, in consultation with the Core Team, determines that a project or projects would be among the best tools to achieve the outputs above, they may consider projects that address these inequities as determined by the City of Winooski and Winooski School District joint 2021-2022 Equity Audit:

- Winooski is a diverse city, but that diversity, on its own, has not been sufficient to create an equitable and inclusive community.

- Silencing of the voices, and lack of representation, of those who are Black, Indigenous, and/or other People of Color
- Low civic participation among those who are Black, Indigenous, and/or other People of Color
- Knowledge and tools to advocate for rights as residential tenants

Examples of 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:

- 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 the ability to facilitate volunteers to achieve an outcome
- Have an understanding of multilingual and multicultural communities

The proposal should demonstrate these qualifications through examples. Those who do not meet the ideal criteria are still encouraged to bid.

5. Submission Instructions

Proposals must use the bid form. Proposals are to be provided in a sealed envelope to Josh Miller, at 20 Allen St. at the Janet S. Munt Family Room, in person or by mail by October 3rd, 2023. 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 Core Team.

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

Organization / Business Name

Mailing Address

Physical Address (if different)

<input type="text"/>	<input type="text"/>
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Contact Person

Email Address (optional)

Phone #

<input type="text"/>	<input type="text"/>
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Team Members (list)

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.

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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

Submit completed, printed proposal in a sealed envelope no later than the deadline indicated in the RFP to:

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

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