

REQUEST FOR PROPOSALS

FOR

INTERNATIONAL STUDENTS CORPORATE CAREER CONSULTANT



ST. LOUIS MOSAIC PROJECT

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

Friday, June 22, 2018, at 5:00 PM
St. Louis Economic Development Partnership
ATTN: Betsy Cohen
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Introduction

The St. Louis Economic Development Partnership (the “Partnership”) is a not-for-profit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

The Partnership 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 international students, especially those from China. Due to language and cultural differences, these students would most benefit from a consultant who knows the St. Louis business community and can position the students to compete for local job openings.

The Partnership issues this Request for Proposals (“RFP”) for the services of a St. Louis regional (Missouri and Illinois) international students corporate career consultant. This contract will be on an ***off-site, part-time consulting basis***, called “Mosaic International Student Corporate Career Consultant.” This contract is for a term of six (6) months, to begin July 16, 2018, and end January 18, 2019, with option to renew for two (2) additional six (6)-month terms.

Scope of Services

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

- Visit the ten (10) local university campuses to advise the Chinese and other international students about the St. Louis job market;
- Visit with local companies, identified through Mosaic, to present Chinese and other international students as career candidates and to inform the students on application, presentation, and hiring processes of the companies;
- Coordinate relevant activities and information with the Asian Chamber and OCA (Pan-Asian cultural group) to connect international students with mentors, advisors, and connections;
- Meet local companies’ employee resource groups for Asian employees and other ethnic groups to create networking opportunities for the students;
- Establish a working relationship with the Regional Chamber, Regional Business Council, “Mosaic Ambassador” companies, and other hiring companies to present the students as career candidates;
- Coordinate with local immigration attorneys, upon referral from Mosaic, to connect students and companies who need legal services as part of their process to recruit and hire international candidates;

- Coordinate with Mosaic to increase awareness of the availability of Chinese and other international students to the local, national and international business community through articles, presentations, and seminars; and
- Track the number of students engaged who are hired by local companies, as well as the hiring success for student placement in internships and full-time employment.

The successful bidder shall report to the Executive Director of Mosaic. The successful bidder shall advocate to match students to jobs that are currently unfilled in the St. Louis market, with an emphasis on STEM jobs for which there are few local candidates.

Requirements

The consultant should meet the following requirements:

- Willingness to immerse oneself in the Chinese and other international student communities on campuses and with university administrations;
- Excellent verbal communication skills in English, standard Chinese (Mandarin) preferred but not required;
- Ability to develop and deliver presentations to Chinese student groups and to various companies;
- Experience with Chinese students and/or with employers of international talent (preferred); and
- Knowledge of and familiarity with the Asian and higher education communities in the St. Louis area, including Metro-East Illinois (preferred).

Qualities

The successful bidder should be outgoing and energetic, creative, and solutions-oriented with superb interpersonal and relationship-building skills. The successful bidder 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 Thirty Dollars (\$30) per hour. For the providing the services, the Partnership shall compensate the consultant in the amount of Six Hundred Dollars (\$600) 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 students, especially Chinese students. Identify any relevant business connections, and include all relevant experience within the corporate hiring community. Identify all relevant Asian community outreach or economic development experience. Standard Chinese language and written skills are preferred, as well as fluency in English and competence with the U.S. business marketplace.
2. **Resume and References** - Provide a current resume. Provide at least two references to demonstrate the applicant's connections in the regional Chinese ethnic community, in the international student community, or to a company in the St. Louis regional business community.

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 Partnership staff;
3. Responsiveness to RFP categories.

The Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership 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 Partnership 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 Partnership 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 Partnership 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 Partnership, 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, June 22, 2018, at 5:00 PM CST.

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

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