

# REQUEST FOR PROPOSALS

FOR

## INTERNATIONAL TRAINING 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, August 16, 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 works to grow the number of foreign-born people 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 in the STEM (Science, Technology, Engineering, and Mathematics) fields. To that end, Mosaic desires to retain a consultant to prepare international students to navigate the local job market. The consultant should be familiar with the local St. Louis business community. The consultant shall coordinate and work with international student representatives at universities in the St. Louis region, associated career services offices, local STEM employers, and Mosaic staff.

The WTC issues this Request for Proposals (“RFP”) for the services of a consultant to perform support services for international student offices in the St. Louis region (Missouri and Illinois). This contract will be on an off-site, part-time consulting basis, called the “International Training Consultant.” The consultant shall report to the Mosaic Project Executive Director. This contract is for a term of six (6) months, to begin September 16, 2019, through March 13, 2020, with two successive options for the WTC to renew for terms of six (6) months each.

## Scope of Services

Pursuant to this RFP, the successful bidder shall work with Mosaic staff to provide services to support international students in the St. Louis region including, but not necessarily limited to, the following:

- Work with key university career services offices, identified in consultation with Mosaic staff, to execute **three panel seminars** on campus during the fall 2019 semester, covering how international students should approach the job market;
- Host **two training sessions for international students** at the WTC offices, to cover job hunting skills;
- Arrange and invite students to participate in **three mock interview sessions**, one at each of three local companies identified in consultation with Mosaic staff;
- Present the idea of “**job shadowing**” to three local companies identified in consultation with Mosaic staff and to international students to allow approximately ten international STEM students to spend up to 20 hours each inside a local company on an informal basis;
- Work closely with various cultural groups in the St. Louis region, including the Hispanic chamber, the African American chamber, the Asian chamber, and the Pan-Asian cultural group, to **connect international students with networking opportunities**; and
- Be available via phone or in-person to **answer questions** from international students about local hiring opportunities and training events.

## 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 working with job-training, international student training, and/or employers of international talent (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, including any experience training STEM candidates, working with international students, and hiring within the corporate community. Please identify any relevant experience with job-training, international student training, and/or employers of international talent. Please indicate any related global community outreach or economic development experience. Please identify any past experience working with the Partnership, WTC, or Mosaic, and identify the relevant project.
2. Resume and References - Provide a current resume. Provide at least two references to demonstrate the experience and/or STEM training expertise identified above.

## **Selection Criteria**

Proposals submitted will be reviewed by the WTC's staff for completeness and qualifications. The WTC 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, August 16, 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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