

# **RFP 09-11**

City of Norwich

## **REQUEST FOR PROPOSALS**

### **Diversity Outreach Coordinator**

The City of Norwich is seeking proposals from qualified individuals/firms for a consultant to procure translation services for a variety of community outreach events conducted by the Norwich Office of Community Development. The proposal shall address the consultant's plan and ability to provide assistance in the areas described in the Proposal Document.

Proposal documents are available from the Office of the Purchasing Agent at:

City Hall, Room 105  
100 Broadway  
Norwich, CT 06360

The document may be viewed online at [www.norwichct.org](http://www.norwichct.org) or the State of Connecticut DAS Procurement Portal.

Respondents must deliver five (5) copies of their proposal to William Block, Purchasing Agent at the above address **no later than:**

**Friday, September 11, 2009 at 3:00 PM.**

Any inquiries regarding this proposal should be directed to Jennifer Gottlieb, Assistant City Manager, tel. 860-823-3750.

## **RFP – Diversity Outreach Coordinator**

The City of Norwich is seeking proposals from qualified individuals/firms for a consultant to procure translation services for a variety of community outreach events conducted by the Norwich Office of Community Development. The proposal shall address the consultant's plan and ability to provide assistance in the following areas:

### **Essential Duties**

- Assist the City staff in implementation of a diversity outreach program for housing rehab programs in Norwich
- Facilitate translation of printed materials into Chinese, Spanish and French
- Recruitment of three Diversity Outreach Specialists with language expertise in Spanish, French Creole and Mandarin Chinese
- Recruitment of other diversity outreach specialists in other languages as needed
- Provide coordination services between the outreach specialists fluent in foreign languages and city staff that will ensure the specialist's performance of certain duties such as attendance at specified community events
- Enlist assistance of Diversity Outreach Specialists to assist clients applying to the program on as needed basis.

### **Fee Element**

- The proposal should include an hourly consultation rate. The City seeks this service on an as needed basis averaging approximately 10 hours per week.

The proposal is to include all relevant experience and three references.