

CITY OF NORWICH
RFP 09-14
Diversity Outreach Coordinator

The City of Norwich is seeking three outreach consultants, one to serve each of the following ethnic groups: *Hispanic, Haitian/Creole and Asian/Chinese*. The city plans to conduct community outreach to publicize various housing rehabilitation programs administered by the Office of Community Development. The proposal shall address the consultant's plan and ability to provide assistance in the following areas:

Essential Duties:

- Provide language assistance for one of the groups specified above to help City staff implement a diversity outreach program about housing rehab programs in Norwich.
- Identify local groups, businesses, churches, institutions and agencies whose members/customers come from one of the groups specified above. Schedule at least two outreach events every three months with these groups that City staff will attend with the Coordinator.
- Translate printed program materials into Spanish, Chinese or French.
- Provide translation assistance to clients applying to the City's programs on an as-needed basis.

Qualifications: Each individual responding to this RFP should be proficient in English and fluent in one of the following languages: Spanish, Chinese or Haitian Creole. Those fluent in Haitian Creole must be proficient in written French. Please specify which community group you intend to serve in your proposal.

Fee Element: The proposal should include an hourly consultation rate. The City seeks this service on an as-needed basis averaging approximately 3 to 5 hours per week. The Diversity Outreach Coordinator is grant funded, and expected to have a two-year duration.

References: The proposal is to include all relevant experience and two work related references.

The document may be viewed online at www.norwichct.org or the State of Connecticut DAS Procurement Portal.

Respondents must deliver three (3) copies of their proposal with the language they propose to provide services marked on the front to William Block, Purchasing Agent, City Hall, Room 105, 100 Broadway, Norwich, CT 06360 **no later than:**

Thursday, October 29, 2009 at 3:00 p.m.

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

The City of Norwich is an equal opportunity/affirmative action employer