

## REQUEST FOR PROPOSAL

**Milwaukee Public Library**  
**814 West Wisconsin Avenue**  
**Milwaukee, Wisconsin 53233**

**RFP #: MPL-18-008**  
**Dated: May 24, 2018**  
**Due Date: July 3, 2018**

REQUEST FOR PROPOSAL (Hereinafter referred to as "RFP") from the Board of Trustees of the Milwaukee Public Library, City of Milwaukee, Wisconsin, for **Community Kitchen Program Consultant**.

### **Project Description**

The Milwaukee Public Library seeks to contract services for a Community Kitchen Program Consultant to run its Culinary Literacy programs. MPL is looking for people who are interested in food access and cooking, have a creative, energetic nature and are skillful in working with children, older youth and adults. This position reports to the Public Services Area Manager of Branch Libraries for the Milwaukee Public Library, however, this is not a City of Milwaukee position.

The Milwaukee Public Library offers a dynamic, innovative work environment where each worker contributes to making the Library the best Third Place possible. Inspiration starts here – we help people read, learn, and connect!

### **Scope of the work:**

1. Serves as primary contact for the Community Kitchen at the Mitchell Street Branch Library.
2. Presents weekly after-school culinary programming.
3. Works collaboratively with library staff and community partners to develop calendar of events and programs for all ages.
4. Manages culinary center budget and oversees kitchen equipment inventory and purchasing.
5. Enforces safe work procedures and accident prevention practices. Maintains kitchen use guidelines regarding safety, cleaning, materials, access and storage.
6. Conducts outreach to schools, youth-serving agencies and community organizations.
7. May supervise interns and volunteers.
8. Develops evaluation tool to measure impact.
9. Prepares monthly and annual reports for program development and activities, including statistical and narrative reports. Maintains essential records and handles correspondence.
10. Service Period – August 2018 through December 2019.
11. Costs – the consultant is required to indicate travel, communication and other costs as part of the entire bid. The bid should indicate the hourly (or daily) consultant costs for visits as well as for background work.

### **Experience, Credentials & Qualifications:**

#### ***Education and Experience:***

- BA or BS degree required; Dietary, nutrition, or education degree is preferred.
- Food safety certification (e.g. ServSafe Food Handler, Learn2Serve Food Protection Manager)
- Background working in food and/or nutrition
- Teaching, coaching or other experience working with children and families

*Knowledge, Skills and Abilities:*

- Excellent written and communication skills, presentation skills and organizational skills.
- Excellent cooking and culinary skills.
- Demonstrated ability to complete independent work projects successfully; set and meet deadlines; results-oriented and proactive.
- Ability to plan and execute age-appropriate, hands-on, culinary literacy activities for all ages.
- Effective classroom management skills.
- Ability to work in a fast-paced environment; flexible and adaptable.
- Ability to work effectively with diverse library users of various age levels.
- Proficient or better in using Microsoft Office Suite products.
- Basic or better in using Google Drive (or other shared network).
- Bilingual in Spanish and English.

*Other Requirements:*

- Valid Wisconsin Driver's license and personal automobile with appropriate insurance required
- Completion of DOJ background check, and have a negative TB test.

*Additional Preferred Qualifications:*

- Understanding or familiarity with local food and/or food systems.
- Event planning experience.

*Physical Requirements:*

- Ability to lift 50 pounds from waist height and up to, but not exceeding 20 pounds from floor.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

All questions concerning the meaning or intent of the RFP should be submitted in writing to Ms. Jennifer Meyer-Stearns, Assistant Director of Library Operations, [jrmeyer@milwaukee.gov](mailto:jrmeyer@milwaukee.gov), no later than **June 12, 2018**. Replies shall be issued by Addenda; emails to all parties recorded by the Library as having received the Request for Proposal. Questions received after this time will not be answered.

All proposals shall be returned to the Board of Trustees, Milwaukee Public Library via email to [Librarysss@milwaukee.gov](mailto:Librarysss@milwaukee.gov) or in an envelope clearly marked with the RFP Name and Number, and Responder's name. Proposals must be received at the Business Office, Central Library, 814 W. Wisconsin Avenue, Third Floor, no later than **4:00 p.m. on July 3, 2018**. Any proposal received after the date and time specified will be rejected as non-responsive. If proposal is emailed, an original signed copy must be submitted to the address above as follow-up, to be considered eligible by 3:00 p.m., 5 days after due date in an envelope clearly marked in the left hand corner with the RFP# and project name.

After proposals are opened, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library. Proposals will be available for review only after an award has been made.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal. Your proposal is an offer to perform or supply the service or materials described above in accordance with the scope of the work set forth in the RFP. In no event shall the responder submit its own terms and conditions as a response to this RFP. Your proposal must meet the plan(s) or scope of the work set forth herein.

Proposals will be evaluated based on the criteria specified in the Request for Proposal. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as defined in the RFP.

The Library reserves the rights to award no contract after the proposals are scored.

*Signed: Paula A. Kiely, Secretary*

*CITY OF MILWAUKEE, represented by  
the Board of Trustees, Milwaukee Public Library*

BY   
*Paula A. Kiely*  
Secretary