

REQUEST FOR PROPOSAL

CONTRACT FOR CENSUS COMPLETE COUNT COMMITTEE FACILITATION

Introduction:

Itasca County is seeking proposals for a Census Complete Count Committee facilitator. This facilitator would organize meetings, keep minutes, direct workflow, ensure community representation, coordinate communications to stakeholders and public, receive training from State Census personal, coordinate with other local and Tribal Complete Count Committees and report back to the Itasca County Board of Commissioners.

Duration:

The duration of this contract will commence immediately upon selection of the Facilitator and run through August of 2020.

Committee Goals:

Goals of the Complete Count Committee include: monitor Census participation, target outreach efforts in low response areas, garner resources and support to ensure Complete Count goals, collaborate with regional Census workers for training and support, develop communications primarily to the public so all understand the Census and work with County and other stakeholders as necessary.

Selection Criteria:

A successful proposal should include the following:

- evidence of previous committee facilitation and committee outcomes;
- local community contacts and resources; and
- demonstrated ability regarding public outreach and education.

Compensation:

The contract compensation will be up to \$35,000 including travel and other approved expenses.

Proposals can be mailed to Amanda Schultz, Deputy Clerk, 123 NE 4th Street, Grand Rapids, MN 55744 or e-mailed to amanda.schultz@co.itasca.mn.us

***Proposals must be received no later than 12:00 p.m., ~~February 7, 2020.~~
February 21, 2020***