

USA COOPERATIVE YOUTH COUNCIL
REQUEST FOR PROPOSALS
Research Project 2014

USACYC is a national, cross-sector council of youth (age 17-30) cooperators and their allies. USACYC facilitates and strengthens the engagement and influence of youth in national and international cooperative movements through participation, opportunity, and identity. www.facebook.com/USACYC

USACYC is seeking to contract with a youth or group of youths (age 17-30) to provide **Research Project (Archival & Online Research, Elder Interviews, & Reporting) services for the period of one year following the award of the contract.** Membership in USACYC is a positive for all applicants, though it is not required, at this time, to submit a proposal. Identifying as a youth is required for eligibility, as USACYC's staffing contracts are one way in which the council provides youth opportunity in the cooperative movement.

SCOPE OF WORK OUTLINE

The general duties and responsibilities of this contract are outlined below. Your work will be coordinated together with a committee of volunteers working on the project, though you will be the bottomliner and coordinator for completing the project. There has been some work done to date, so in order to submit a proposal response, it is necessary that a meeting be set-up with one of the volunteer representatives to inform your proposal.

- A written report outlining the history of youth engagement in the US cooperative movement, the status quo of youth engagement in the US, the perspective of elders on the potential future for youth engagement, and a prescriptive path forward for CYC's work in the movement. The lattermost piece will include heavy input from the CYC membership.
- A detailed list of all the youth-related archives and resource pools in the US.
- Volunteer management - all work done with USACYC will be done along with volunteers and members, so a main function of your work will be to coordinate and make use of volunteer energies.

Providers submitting proposals may propose changes to this scope of work, given justification for the changes is offered in the proposal. USACYC may request additional services from the contractor, may omit or substitute duties, or may transfer duties to another provider, as necessary throughout the contract term. Any such additions, substitutions, omissions or transfers of duty will be made as an addendum of the contract, including compensation, an agreed upon by both parties and, again, incorporate the work already completed to date.

PROPOSAL PARAMETERS

The contract terms will include a maximum contract total of \$6,000 including approved expenses. Actual fees will be based on tracking and submittal of contractor hours dedicated to performing the approved services and receipts for associated expenses. Regular invoices (monthly) must be submitted for processing and progress review. The contract terms will include a clause allowing termination of the contract for non-performance, given a 30-day written notice of dissatisfaction and opportunity to correct the situation.

The total contract amount was created with a living wage in mind, and in the context of the tax rate for independent contractors. We will award contracts that propose either a rate of work at or above living wage, or contracts that propose a project-based compensation arrangement. Work is not guaranteed to be

consistent throughout the contract period -- there may be months with a great deal of work or very little work. As a result, this is intended to be flexible income and not a central source of income for the contractor. If you would like more information around living wage, contractor status, or related topics, please get in touch.

All proposals should refer to an existing or include an original:

- An outline of the action steps to be taken toward each general duty outlined within the scope of work, including timelines as appropriate,
- An estimate of all associated expenses (beyond labor) anticipated in correlation with performing the requested services,
- An hourly billable rate or other billing proposal,
- A description of the capabilities the contractor and/or its representatives relative to performing the general duties of the scope of work, as well as commitment to cooperative work, and
- Any other information applicable to determining the merit of the proposal.

Proposals submitted by groups should also include:

- A designated lead representative responsible for reporting to the USACYC Core, and
- An approximation of the number of workers and corresponding action items within the scope of work.

SUBMISSION INFORMATION AND DEADLINE

The first decisions on submitted proposals will take place on **April 2nd**.

Submit proposals and any questions/comments regarding the RFP to:

USACYC Staff Liaison

Emily M Lippold Cheney

e.m.lippold.cheney@gmail.com

If you are unable to submit by email, please call Emily at 515.442.0749 to make other arrangements.

Proposals will be accepted on a rolling basis, with the contract being available until awarded. USACYC will let all those submitting proposals know of their decision when it has been made.