

USA COOPERATIVE YOUTH COUNCIL
REQUEST FOR PROPOSALS
Membership Drive & Partnership Program 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 **Membership Drive & Partnership Program 2014 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.

- Develop membership outreach materials for potential youth, bridge, and solidarity members.
- Run a membership drive for all types of members, including mailing and emailing outreach materials and following up with one-on-one conversations. Coordination of CYC members to "divide and conquer" a list of potential members is ideal, to have folks reach out to their local, personal, or sector-specific contacts.
- Create and execute a survey of potential solidarity members around their interest and participation in an Advisory capacity with CYC.
- Coordinate membership outreach activities at various cooperative events throughout the country, most frequently securing table space at a conference and getting the needed materials and training to a CYC member who will already be in attendance.
- Work with CYC to create a membership agreement.
- Work with CYC to get membership agreements signed and dues collected.
- 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.

PROPOSAL PARAMETERS

The contract terms will include a maximum contract total of \$1,500 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 include:

- 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.