

## REQUEST FOR PROPOSAL

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

**RFP No. MPL-22-009  
Dated: December 1, 2022  
Due Date: December 29, 2022**

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

### **Project Description**

The Milwaukee Public Library (Hereinafter referred to as “MPL”) seeks to contract services for a Community Kitchen Program Consultant to run its virtual and in-person Culinary Literacy programs. MPL is looking for people who are interested in food access, community engagement, and culinary arts; have a creative, energetic nature; and are skillful in working with children, older youth, and adults. Although this consultant works in collaboration with multiple stakeholders, it consults primarily with the Events and Programming Librarian for the Milwaukee Public Library. 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!

### **About the Mitchell Street Branch and Cargill Community Kitchen**

The Mitchell Street Branch is the largest of Milwaukee Public Library’s branch libraries. The Branch is a high-traffic, dynamic library featuring flexible open spaces, a high-tech makerspace, and a community kitchen. The Cargill Community Kitchen opened in 2018 and is sponsored by the Cargill Corporation. The Community Kitchen features culinary programming for all ages with an emphasis on youth and families. Programming includes weekly Snack Hacks, monthly Family Cooking Nights, and presentations by local and regional guest chefs. The Cargill Community Kitchen is not a licensed commercial kitchen. The space can be reserved by community members for use.

### **Scope of Work**

1. Serves as primary contact for the Cargill Community Kitchen programs at the Mitchell Street Branch.
2. Works collaboratively with community members, community partners, and library staff to develop a calendar of culinary events and programs for all ages.
3. Cultivates relationships across diverse communities to provide new opportunities for culinary learning and community engagement.
4. Serves as a consultant for MPL staff on culinary and food-related projects.
5. Presents in-person and virtual culinary programming for all ages, including weekly after-school series.
6. Conducts outreach to schools, youth-serving agencies, and community organizations.
7. Manages program and equipment budget and oversees kitchen equipment inventory and purchasing.
8. Enforces safe work procedures and accident prevention practices and maintains kitchen use guidelines regarding safety, cleaning, materials, access, and storage.
9. May supervise interns and volunteers.
10. Develops evaluation tool to measure impact and keeps track of partners and participants in programs.
11. Prepares monthly and annual reports for program development and activities, including statistical and narrative reports; maintains essential records and handles correspondence.

### **Consultant Qualifications and Credentials**

- Associates degree or higher 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
- 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 networks)
- Valid Wisconsin Driver's license and a personal automobile with appropriate insurance are highly recommended
- Completion of DOJ background check, and having a negative TB test
- Ability to comply with MPL's Covid-19 safety protocols

*Additional Preferred Qualifications:*

- Bilingual in Spanish and English
- Understanding or familiarity with local food systems and the Mitchell Street neighborhood
- Event planning experience

*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.*

### **Schedule**

The contract period is January 31, 2023 – January 31, 2024, for 20 hours per week. The contract also includes an option to renew for three years if mutually agreed upon by both parties. Workshops are held weekly and may include evening and weekend hours. The workshop presentation time may range from 1-3 hours each, depending on the title offered. Remaining hours will be devoted to planning and other duties as assigned.

### **Compensation**

The salary is 30 dollars per hour. Submission of hours worked must be done in a timely manner to maintain a bi-weekly compensation schedule.

All questions concerning the meaning or intent of the RFP should be submitted in writing to Kelly Bolter, Events and Programming Librarian, [kjbolte@milwaukee.gov](mailto:kjbolte@milwaukee.gov), and [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov) by **Monday, December 19, 2022**.

Submit proposals (resume with cover letter and references) to Kelly Bolter, Milwaukee Public Library, 814 W. Wisconsin Avenue, Milwaukee, WI 53233, or to [kjbolte@milwaukee.gov](mailto:kjbolte@milwaukee.gov) and [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov) by **Thursday, December 29, 2022**. Anticipated start date is January 31, 2023.

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 outlined 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, particularly the items listed in the Scope of Work and Qualification sections. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as defined in this RFP.

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

*Signed: Joan R. Johnson, Secretary*

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

BY  Secretary