



SIMONS LAUFER
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Request for Proposals

Mathematical Sciences Research Institute (MSRI) DBA Simons Laufer Mathematical Sciences Institute (SLMath)

Family Services Consultant

Revised January 20, 2023

The Mathematical Sciences Research Institute (MSRI), DBA Simons Laufer Mathematical Sciences Institute, hereinafter referred to as SLMath, is one of the world's preeminent centers for research in the mathematical sciences and has been advancing knowledge through mathematical research since 1982. The Institute hosts some 1,700 mathematicians each year for stays of up to one academic year. SLMath prides itself on welcoming mathematicians from all backgrounds and on actively promoting the participation in its programs of groups historically underrepresented in the mathematical sciences, including women, racial/ethnic minorities, and persons with disabilities.

ABOUT FAMILY SERVICES:

One way SLMath works to broaden participation is through family-friendly policies and services that increase the accessibility of the Institute's scientific programs and workshops to researchers with young children. SLMath utilizes a Family Services Consultant to proactively guide visiting mathematicians in finding schools, childcare, and kid-friendly activities in Berkeley. This assistance reduces the stress and burden associated with temporarily relocating a young family and allows for a more enjoyable and productive research experience for all members. SLMath also organizes family-friendly social events each semester where mathematicians and their families can mingle and strengthen community bonds.

INTRODUCTION

SLMATH seeks to identify a qualified consultant (hereinafter referred to as "Contractor") to provide Family Services Consultation, with the specifications, terms and conditions set forth herein.

REQUESTED SERVICES

The expected effort will be 20 - 45 hours per month, depending on the season and the needs of the incoming researchers. Contractor will receive a fixed monthly amount for their efforts and will be classified as an independent contractor. As such, Contractor will not be entitled to employment benefits, such as health insurance or retirement contributions. Accordingly, the Institute will not withhold or make payments for state or federal income tax or social security, make unemployment insurance or disability insurance contributions, or obtain workers' compensation insurance on Contractor's behalf.

This is an ideal opportunity for a person with an intimate knowledge of the Berkeley public school system, child care providers in the community, and the needs of families traveling together. The flexibility to arrange one's own schedule is compatible with at-home parenting of school-aged children.

The Contractor shall:

- Develop and maintain relationships with local childcare providers and schools.
- Identify and research potential new providers.
- Proactively reach out to invitees who may be weighing the pros and cons of visiting with their children.
- Review information from members with young children requesting assistance with finding childcare ie. nanny, daycare, babysitter, preschool, etc.
- Review information from members with older children requesting assistance with enrolling their children in school.
- Contact each member who has requested assistance to gather additional information as needed. Discusses their needs and concerns.
- Connect the members with providers, which can require a more intensive hands-on customer-service approach in the beginning.
- If the member is interested in a specific school, work with the SLMath Housing Assistant to confirm that their housing is in the correct location to allow them to attend.
- Assist the parent in processing the paperwork needed to enroll the children in school.
- If members desire a nanny share, consultant will introduce the parties to help facilitate it.
- Organize a family potluck at the beginning of each semester.
- Assist summer visitors in a similar way and include information about day camps.
- Assist members with locating equipment that may be needed (such as cribs).

Anticipated Start Date for Contract: March 1, 2023

PROPOSAL SUBMISSION GUIDELINES

In order to be considered, your proposal must be submitted no later than 9 AM Pacific Time, February 1, 2023. Please send your proposal in PDF format to: rfp@msri.org. Please use the following subject line in all email correspondence related to this RFP: **FAMILY SERVICES CONSULTANT RFP**

Your submission must include the following:

- An overview about your firm, or you if you are a sole-proprietor (1-2 pages)
- The resume or CV of the person who will be conducting the services (1-2 pages)
- A narrative about your approach to helping researchers navigate the school and childcare environment in Berkeley (1-2 pages)
- Your monthly fee for providing the services (1 page)
- At least three references and their contact information (1 page)

QUESTION AND ANSWER PERIOD

The Question and Answer period ends on January 26, 2022. Interested parties may submit their questions until 9:00 AM on January 26, 2023. All questions will be answered online and published on January 17, 2023 on the RFP webpage:

<https://www.msri.org/web/msri/about-msri/rfp>

Questions should be directed to rfp@msri.org using the subject line **FAMILY SERVICES CONSULTANT RFP**

REVIEW AND SELECTION

Completed proposals will be reviewed and considered by February 8, 2023. During this time, interviews will be conducted. Once notified, the final candidate will engage in the negotiation phase before a contract is offered.

By submitting a bid, Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency; agrees that all data collected under this contract shall be the property of SLMATH and that no data can be used or transmitted for any purpose, without SLMATH's prior and written approval. Contractor also agrees to conduct all necessary background checks for project personnel who will interact with minors.

Nothing contained in this Request for Proposal, or implied by the selection process shall create any obligation on the part of SLMATH to select any firm or individual for the services requested. SLMATH reserves the right, at its sole discretion, to select any firm or individual on any basis that it deems appropriate, to decide not to select a firm, or to otherwise modify our approach to the project. By submission of a proposal, you or your firm represents that the scope of services requested is understood; that all statements contained in your submission are, to the best of your knowledge, true; and that you understand that your cost proposal is bound for a period of 90 days from the date of submission. SLMATH reserves the right to conduct face-to-face interviews with only those firms whose proposal satisfies the initial review.

Anticipated Start Date for Contract: March 1, 2023