

REQUEST FOR PROPOSALS
FOR
ST. LOUIS CAREER PATHWAYS PROGRAM

Issued by the International Institute of St. Louis

Proposals Due By:
July __ 2026 at 5:00pm CST
International Institute of St. Louis
ATTN: Anna Hall
3401 Arsenal Street
St. Louis, MO 63118
314-773-9090
halla@iistl.org

Request for Proposal (RFP)

Programmatic and Networking Services STL Career Pathways Program (STLCP)

Introduction

Founded in 1919, the International Institute of St. Louis (IISTL) has served immigrant and refugee communities for over 100 years. From its inception, the mission continues: *The International Institute of St. Louis provides opportunities for immigrants and refugees to thrive in order to create a welcoming, prosperous, and healthy region for all.* The organization provides comprehensive services including social work, case management, behavioral health, employment support, education, citizenship classes, cultural orientation, youth programming, immigration services, and programming for elderly refugees.

The STL Career Pathways Program (STLCP) supports immigrant and refugee participants in accessing employment, career pathways, and workforce development opportunities.

Project Description

IISTL is seeking a qualified organization to partner with the STL Career Pathways Program (STLCP) to provide programmatic and networking support services.

The selected organization will support workforce activities, expand participant access to networks and employers, and strengthen program outcomes. This RFP is issued to ensure a clear and documented selection process for subcontracted services.

Scope of Work (based on subcontract goals)

The selected organization will work closely with IISTL and support STLCP participants in the following ways:

- Connect participants to a Professional Connector Program or similar networking opportunities that link jobseekers with professionals in their field
- Provide job-seeking guidance through virtual or in-person meetings with professionals

- Engage employer partners to support hiring of program participants
 - Support participants through mentorship opportunities and social or professional networking groups
 - Provide access to space for training sessions, workshops, or networking events
 - Promote the STLCP program through community, employer, and regional networks to support recruitment and awareness.
-

Qualifications and Deliverables

The organization should:

- Having strong connections with employers, businesses, and community networks throughout the St. Louis region
- Have experience working with workforce development, immigrant, or refugee populations
- Have the capacity to provide networking, mentorship, and employment support services

The selected organization will:

- Provide regular updates or monthly reports on services and activities
 - Track participant engagement and outcomes
 - Coordinate and communicate regularly with IISTL staff
-

Timeline

- RFP Release Date: June __ 2026
 - Proposal Submission Deadline: July __ 2026
 - Project Start Date: July __ 2026
-

Proposal Content

Applicants must submit:

- Organization overview
 - Description of proposed services
 - Relevant experience and qualifications
 - Contact information
-

Selection Criteria

Proposals will be reviewed based on:

- Experience and capacity
 - Alignment with program goals
 - Ability to provide the services described in the scope of work
-

Submission of Proposals

To be considered, proposals must be received no later than Friday, July __, 2026 at 5pm CST. Proposals received after the deadline above will not be considered.

Schedule

Newspaper Advertisement	June __, 2026
Submission of Proposals by	July __, 2026

Questions about this RFP should be sent by email to halla@iistl.org. Any answers to questions will be provided to all interested parties. Electronic proposals should be sent by email to halla@iistl.org.

International Institute of St. Louis
ATTN: Anna Hall, LMSW
VP of Holistic Care
3401 Arsenal Street St. Louis, MO 63118
Email: halla@iistl.org