

REQUEST FOR QUALIFICATIONS

Independent Contractor Opportunity Announcement: Event Planner for the Youth Advisory Committee

The Children's Trust (The Trust) seeks the services of an independent contractor to provide community engagement support, primarily to the youth voice of The Children's Trust, Youth Advisory Committee. This independent contractor will help to execute program purchase and financial logistics for the YAC community projects for the 2025-2026 academic year.

Scope of Work and Deliverables:

Specific deliverables will include, but are not limited to, direct interactions between The Children's Trust staff and YAC Facilitators, and at times the YAC student members, to purchase materials, food, contracted services, reimbursement to vendors and support of the financial execution of the YAC events including a minimum of three local field trips and an end of year service project showcase.

The selected vendor will procure, secure, and pay all vendors, following current best business practices in event planning procurement that are aligned with The Trust's procurement policies, including securing quotes. Trust staff will make final procurement decisions and will make the final determination on the event date, meal selection, venue, and other relevant decision points, in coordination with Event Services. Additionally, for vendor purchases higher than \$10,000.00 The Children's Trust will provide a template for quote selection, and/or scoring matrix as per procurement guidelines. Any/all quotes and backup documentation related to any procurement matter may be requested by The Children's Trust at any time at its discretion.

The Children's Trust operates on a reimbursement basis, and Event Services can expect to make payments to vendors directly, fully reimbursable by The Children's Trust. However, on a case-by-case basis, and at the sole discretion of The Children's Trust, some large purchases (e.g. event venue) may qualify for an advance payment from The Trust.

Desired Deliverables:

- Purchase materials, meals for program participants, contracted services, reimbursement to vendors for events
- Maintain contact with the YAC Lead facilitator and The Children's Trust staff, including the YAC facilitators and student members, as needed.
- Support the execution and fiscal needs of events including up to three local field trips and 1 end of year showcase

- Facilitate interaction and conducts meetings with the YAC Lead Facilitator and The Children's Trust staff to support the YAC projects and meetings with meals for program participants
- Reports and interacts with The Children's Trust employee point person to report on YAC travel trips and end of year showcase updates
- Maintains documentation to support all event planning services
- Make recommendations to the YAC groups on venues, events, vendors and services

Expectations:

- Adhere to The Children's Trust Budget Guidelines in all purchases
- Expectation to expend all costs upfront for the rendering of services
- Reimbursement monthly following submission of appropriate documentation
- Time frame for service is October 2025 through September 2026
- Total billing not to exceed \$50,000 including the administrative and other operational costs
- Cost reimbursement within 45 days of receipt of invoice

Term of Engagement:

The term of this engagement is October 1, 2025, through September 30, 2026.

To be considered, proposals for these services must include, but should not be limited to, the following elements:

Relevant professional qualifications and demonstrable related experience.

Quote or cost for services (with hourly rate breakdown when possible).

At least three professional references with contact information related to similar work done in the last three years.

Please forward all proposals and supplemental materials to Danielle Barreras, Associate Director of Community Engagement, at Danielle@TheChildrensTrust.org no later than September 10, 2025, at noon EST.