

REQUEST FOR QUALIFICATIONS

Independent Contractor Opportunity Announcement: Event Services 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 purchase, hiring and financial logistics for the YAC service-learning initiatives for the 2025-2026 academic year.

Scope of Work and Deliverables:

Specific deliverables will include, but are not limited to, direct interactions between the YAC facilitators, YAC student members and The Trust to purchase materials, hire educational consultants and contracted services for field trips, reimburse vendors as it relates to matters of the YAC service-learning initiatives and projects. Support the financial execution of six service-learning projects.

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, hire educational consultants, contract services, reimburse vendors
- Support the financial execution of six service-learning projects
- Facilitate interaction and conducts meetings with YAC Facilitators and student members from the six YAC groups to support projects
- Reports and interacts with The Children's Trust employee point person to report on YAC project updates
- Maintains documentation to support all project purchases and happenings

- Make recommendations to the YAC groups on project materials and vendors

Expectations:

- Adhere to The Children's Trust Purchasing & Procurement Policy and Budget Guidelines in all purchases
- Expectation to expend all costs upfront for the rendering of services
- Reimbursement on a monthly basis providing submission of appropriate documentation
- Time frame for completion 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@TheChildrensTrust.org no later than September 10, 2025, at noon EST.**