

## REQUEST FOR BIDS

Consultant to assist with high-level operations



The Missouri Children's Trust Fund (CTF) is seeking a consultant to assist with high-level operations functions of CTF.

### BACKGROUND

The Children's Trust Fund (CTF) is Missouri's foundation for child abuse prevention. CTF was created by the Missouri General Assembly in 1983 as a 501c(3) non-profit organization with the sole purpose to prevent the abuse and neglect of children. Located within the Missouri Office of Administration, CTF is governed by a seventeen member Board of Directors.

### SCOPE OF WORK

CTF seeks a consultant who will work with CTF to:

- Develop agendas, minutes, materials for CTF Board meetings;
- Update policies and procedures and bylaws with Board;
- Assist with developing spending plan;
- Work with staff on legislative and administration budget processes;
- Prepare state plan;
- Support and assist with CTF newsletters, videos and website;
- Write and develop administrative bids;
- Oversee select administrative contracts;
- Assist with required Office of Administration processes and practices; and
- Advise CTF director on supervision, management and Board issues.

### TIMELINE

January 7, 2022: Proposals are due to CTF by close of business (5:00 p.m.)  
January 14, 2022: Notice of award will be made on or before this date

### GUIDANCE

This contract will be paid based on an all-inclusive hourly rate of actual hours worked with the total expenditures not to exceed \$20,000. The contract period will begin on February 1 and end June 30, 2022. Renewals are possible depending on the needs of CTF staff.

**Proposals shall not exceed one and half pages in length** and will respond to the following:

- **Experience:** What is the applicant's expertise in background in child abuse and neglect; working with Boards of Directors; supervising teams; grant writing or management; and other high-level operations tasks for non-profits?
- **Interest:** Why is the applicant interested in working with CTF and/or on the issue of child abuse and neglect prevention?
- **Budget:** What is the all-inclusive hourly rate charged by the applicant?
- **Resume:** Please include a resume, not to be included in the total page count.

Completed proposals must be emailed to Emily van Schenkhoef at [Emily.Vanschekhof@oa.mo.gov](mailto:Emily.Vanschekhof@oa.mo.gov) by 5:00 p.m. on January 7, 2022. Selection will be based on the best and lowest bid. Thank you.