



Request for Proposals: Consultant to Administer Facilities & Infrastructure Grant

The Children's Trust Fund (CTF), Missouri's Foundation for the Prevention of Child Abuse and Neglect, is seeking a consultant to assist with overseeing and administering the facilities and infrastructure grants.

Deliverables will include:

- Overseeing the competitive review process for the facilities and grants program
- Preparing materials for CTF Board of Directors
- Executing contracts with successful applicants
- Providing technical assistance to grantees
- Overseeing payment of invoices for funding; and
- Monitoring contracts.

Guidance:

Contract period will be Sept. 1-June 30, 2023 with renewals possible as needed. The contract will be paid based upon an all-inclusive hourly rate. (Travel related to the contract will be reimbursed separately.)

Proposals should not exceed two pages and should respond to the following:

Section 1. Expertise

Discuss the consultant's previous experience with reviewing and awarding of grants, executing contracts, and payment of invoices.

Section 2. Past history working with non-profits, foundations, and/or state government

Discuss the consultant's experience working with non-profits, foundations, and/or state government.

Section 3. Interest in working with CTF and/or experience with child abuse and neglect prevention

Discuss why the consultant is interested in working with CTF, including any prior experience working on child abuse and neglect prevention efforts.

Section 4. Budget

Please identify the all-inclusive hourly rate being proposed. Please specify the maximum number of hours each week the applicant is willing to work.

Section 5. Resume

Please include a resume. The resume will not be included in the maximum page count.

Completed proposals must be emailed to Nicole Dunmire at Nicole.Dunmire@oa.mo.gov by 5 p.m. on August 12, 2022. Selection will be based on the best and lowest bid.