

**REQUEST FOR BIDS**

***Parent Advisory Council Pilot Project***

The Children’s Trust Fund is seeking a contractor to pilot a parent advisory council that will inform CTF’s public education, public policy and grantmaking efforts. Up to $50,000 per contract period is available for this project. The initial contract period will begin on the date of contract execution and extend through June 30, 2026, with the option of two, one-year renewals.

**WHO WE ARE**

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 an independent Board of Directors.

**SCOPE OF WORK**

This project is intended to create a parent advisory council whose purpose is to enhance CTF’s work through engagement of families that represent CTF’s priority populations. The council will consist exclusively of caregivers that have had interactions with the child welfare system and/or experience living in poverty and will advise CTF through quarterly meetings to include two in-person and two virtual meetings.

The contractor will be expected to accomplish the following deliverables in the initial contract period:

* Within three months of the contract start date, contractor will provide CTF with a detailed plan for how council members will be recruited and trained and how the council will operate;
* Within six months of the contract start date, contractor will recruit and begin training council members; and
* By the end of the contract period, contractor will hold at least one in-person and one virtual meeting.

**SUBMISSION GUIDELINES**

Submissions must respond to all the following in three pages or less, at a minimum font size of 11 pt:

* *Expertise*: Describe your organization’s background and expertise in parent leadership and engagement.
* *Reach:* Describe your organization’s service area and any related experience outside of this region.
* *Methodology and timeline:* Describe how you will accomplish the deliverables identified above and a brief project timeline.
* *Budget:* Include a budget for the costs associated with accomplishing the deliverables.

***Completed proposals must be emailed to*** ***Amber.Robinson@oa.mo.gov*** ***by 11:59 pm on February 19, 2025.***

**AWARDS**

*Selection will be based on the best and lowest bid.*