REQUEST FOR QUALIFICATIONS

Independent Contractor Opportunity Announcement:
Fiscal Facilitator 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 2020-2021 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 execution of six service-learning projects each totaling $2,500 with a maximum estimated at $15,000.

Desired Deliverables:
- Purchase materials, hire educational consultants, contract services, reimburse vendors at the request of the YAC facilitators, student members
- Support the execution of 6 service-learning projects each totaling $2,500 with a maximum estimated cost of $15,000
- Facilitate interaction and conducts meetings with YAC Facilitators and student members from the 6 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 TCT 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 1, 2020 through September 30, 2021.
- Payments will only be administered during the months in which invoices are submitted
- Total billing not to exceed $24,999 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, 2020, through September 30, 2021, with possible contract renewals based on performance and availability of funding.
Selected contractor must be available to represent The Trust during weekends and/or evening hours upon request.

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).
- Two 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, Community Engagement Liaison, at danielle@thechildrenstrust.org no later than Friday, August 30, 2020, at noon EDT.