

Request for Quotes: Project Manager Building Hope for Children Conference

Overview

Children's Trust of South Carolina (Children's Trust) seeks proposals from qualified project or event management consultants or firms to coordinate planning activities for the 2026 Building Hope for Children Conference.

Children's Trust is the state's largest network of community-based organizations working to prevent child abuse and neglect. Its mission is to strengthen families, organizations, and communities to prevent child abuse and neglect. Our vision is a South Carolina where every child thrives.

All proposals must be submitted to Kayce Singletary (ksingletary@scchildren.org) by 11.59 p.m. on Monday, March 9, 2026. Select respondents may be asked to participate in an interview as part of the selection process. All respondents will be notified of the decision by Monday, March 16, with immediate implementation following contract execution. Questions may be submitted via email to ksingletary@scchildren.org.

Program Background

The Building Hope for Children Conference is South Carolina's premier event for professionals committed to preventing child abuse and neglect and strengthening families. Held every other year by Children's Trust of South Carolina, this event brings together experts, practitioners, social workers, and child advocates who work to shape the future of child and family well-being across the state.

Children's Trust of South Carolina leads the planning, coordination and execution of the Building Hope for Children Conference. Children's Trust is the only statewide organization focused on preventing child abuse and neglect in South Carolina. We lead and support a network of community-based organizations that share the belief that all children should thrive, live in secure families and be surrounded by supportive communities.

The 2026 Building Hope for Children Conference will be held on August 18 – 20, 2026, at the Columbia Metropolitan Convention Center. Children's Trust anticipates approximately 700 attendees at this year's event.

Scope of Work

The qualified consultant will be responsible for project oversight across the full range of conference planning activities with a focus on:

- Cross-departmental coordination and accountability
- Agenda-setting, meeting facilitation, and decision-tracking for internal planning team meetings
- Informing leadership of planning activities and progress
- Overall timeline oversight and milestone follow-up
- Overall budget oversight and awareness
- Monitoring registration, sponsorship and exhibitor deadlines

- Collaborate with the communications team to develop a detailed run-of-show, including script and production notes for the on-stage activities, attendee digital and podium announcements, and directing additional conference activities.
- On-site executive leadership during the conference, helping to manage real-time decisions and maintain smooth operations
- Identifying and closing communication gaps during the planning process

This work will occur within a collaborative planning structure supported by internal and external partners responsible for speaker coordination, continuing education credits, event communications, branding, sponsorship fulfillment, and logistics.

Submissions of Quotes

Please include the following information in your submission:

A: Introduction/Organizational Capacity (Limit one page)

Provide a summary of your strategy for the project. Provide a brief history of your organization and experience with similar projects.

B: Personnel (Limit one page with resumes as attachments)

Please provide a brief description of the qualifications and experience of your staff/team that will be working on this project and provide their resumes as attachments.

C: Work Plan (Limit three pages)

Provide a narrative description of how you will meet the requirements outlined in the project's scope. Also, include any information required from Children's Trust to complete the planning process.

E: References (Limit 1 page with attachments)

Please provide at least three references with names and addresses from projects similar in size and scope to the one requested by Children's Trust (references from other non-profits preferred). You may provide one or two sample products or links to final documents for similar products.

F: Budget (Limit two pages)

Please provide a budget summary and justification. This can be a separate document in an Excel spreadsheet or a PDF document. Children's Trust does not require a detailed budget. It does require sufficient information to demonstrate that you understand the project requirements and have planned for the implementation costs needed to complete the project successfully.

All proposal components should be contained in a single PDF document, appropriately labeled and in the order above. Web addresses and/or links to sample work are acceptable. Any attachments to the proposal may not be considered.

All proposals should be emailed to Kayce Singletary at ksingletary@scchildren.org by 11:59 p.m., Monday, March 9, 2026. Select proposals may be asked to participate in an interview as part of the selection process. Confirmation receipt will be sent by email within 24 hours. If you do not receive confirmation, please call 803-744-4048. Any proposals received after the due date may not be considered.

Terms and Conditions

- The successful bidder will not release records or information related to Children's Trust unless an application for public information is submitted to and approved by the Children's Trust Board of Directors.
- Children's Trust reserves the right to reject any or all proposals received, to request clarification of any proposal, to request a face-to-face interview, to waive informalities or irregularities, and to select a service provider not based solely on the lowest cost.

- Pricing included in your proposal must be valid for at least 90 days and may not be modified, withdrawn or canceled.
- Children's Trust will not pay for any information requested herein, nor is it liable for any costs incurred by the participant in responding to this request. All proposals submitted become the property of Children's Trust and will not be returned.
- None of the information released, either verbally or in writing, shall be deemed binding to Children's Trust in any manner.
- All proposals or offers must be signed by a duly appointed officer or agent of your company.
- Children's Trust may terminate the contract if services are not performed satisfactorily.