Children's Investment Fund
AN AFFILIATE OF CEDAC

Date: September 23, 2026

To: Interested Consultants

From: Theresa Jordan, Director, Children's Investment Fund

Re: Request for Proposals for Project Management Consulting

Overview

The Children's Investment Fund (CIF) is requesting proposals from qualified consultants to provide project management, real estate development, and grant administration services in support of CIF's capital grant programs for early childhood education and out-of-school time facilities. The consultant will primarily support projects from underwriting through grant closing, construction, disbursement, and project completion.

CIF highly values doing business with diverse contractors and encourages BIPOC-owned and/or women-owned firms and individuals to submit proposals.

The proposal deadline is 5 PM on Thursday, October 15, 2026. Please submit proposals electronically to proposals@cedac.org.

Organization Description

The Children's Investment Fund (CIF) is one of only a few community development financial institutions (CDFI) in the country focused on improving the quality of early care and education environments in under-resourced communities. It is nationally recognized for its creation of the "Building Stronger Centers" and "Let's Take it Outside" training initiatives, the ongoing technical assistance provided by its dedicated and experienced staff, and its role in the creation of the Early Education and Out of School Time (EEOST) Capital Grant program to support nonprofit child care providers in their efforts to improve the quality of child care environments in Massachusetts.

CIF was established in 1991 and is an affiliate of the Community Economic Development Assistance Corporation (CEDAC), which works with affordable housing developers in Massachusetts. CIF has its own Board of Directors and 501c3 status but is housed in the same office as CEDAC. Each year, CIF contracts with CEDAC for administrative and staff services. For more information about CIF, please visit the website: Children's Investment Fund.

CIF administers a capital grant program in conjunction with the Massachusetts Department of Early Education and Care (EEC). The grants are awarded to child care centers to improve their facilities. CIF manages a competitive funding round, helps awarded organizations meet requirements to receive funds, and oversees disbursement of funds throughout the construction period.

Overview of Desired Project Management Services

CIF is seeking project management consultants with demonstrated experience in real estate development, construction project management, capital project underwriting, or related fields. Experience with nonprofit organizations, early childhood education facilities, affordable housing and community development, or public funding programs is strongly preferred.

Capital Grant Program Underwriting, Closing, and Disbursement:

- Evaluate and underwrite grant requests from child care organizations and prepare analysis and recommendations for the MA Department of Early Education and Care (EEC) and other grant programs as needed.
- Provide technical assistance: guide organizations and development teams through permitting, approvals, and key development milestones;
- For approved grants, manage the grant legal closing process with administrative staff and legal firm.
- Monitor project progress and grant status; review and approve child care organizations' funding requisitions and disbursements consistent with agreed grant terms; and prepare reporting documents as necessary.
- Attend CIF meetings as necessary to foster communication.

Proposal Contents

A response to this RFP must include the following information:

- Description of the consultant or firm and relevant experience (especially with real estate development projects and early childhood and education environments).
- Key personnel (roles, resumes, and relevant experience). Describe how you would approach the underwriting, legal closing, construction monitoring, and coordination with CIF staff.
- Proposed hourly rate, treatment of travel and other reimbursable expenses.
- Availability in terms of hours per week and in terms of duration. CIF anticipates that the selected consultant will be available to provide 3–5 hours of services per week, although workload may fluctuate during competitive funding rounds and construction periods.
- Relevant project examples, ideally 3–5 projects demonstrating comparable experience. References: contact information for at least three (3) organizations for whom you have provided project management services either as a consultant or as an employee.
- Diverse Business Status – optional identification of MBE, WBE, BIPOC-owned, or other relevant ownership/certification status.

Response Deadline

The deadline for submitting a proposal is 5 PM on Thursday, October 15, 2026. Please submit proposals electronically to proposals@cedac.org.

For additional information, please contact Theresa Jordan at tjordan@cif-ma.org or 617-727-5952.