

FAMILY LEAGUE
OF BALTIMORE

REQUEST FOR QUALIFICATIONS (RFQ):
COMMUNITY NEEDS ASSESSMENT COORDINATOR

DATE OF ISSUE: March 18, 2019
DEADLINE: April 19, 2019 by 4:00 PM

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**Request for Qualifications (RFQ)
for Community Needs Assessment Coordination**

Deadline: April 19, 2019 by 4:00 PM

INTRODUCTION

Family League of Baltimore (Family League) envisions a Baltimore where every child grows up in a family that thrives. In 1991, Family League was established as the City of Baltimore’s local management board to leverage partnerships as well as public and private investments that strengthen children and families. It is our mission to serve as an architect of change in Baltimore by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families and communities.

As a local management board, Family League is required to measure the needs of the city regarding current challenges; community strengths; and available programs, services, and resources. Through this funding opportunity, Family League is seeking an organization to provide a methodological assessment of historical data in order to determine gaps in services and forecast trends of future outcomes based upon current service levels available to the citizens of Baltimore.

To learn more about Family League and this funding opportunity please visit www.familyleague.org.

DEFINITIONS

- **Community Needs Assessment:** a systematic methodology for gathering information from the community regarding current challenges; community strengths; and available programs, services, and resources to be used to guide local development, expansion, and implementation of resources, services, and programs.
- **Governor’s Office for Children:** an agency within the Maryland’s Executive Department created to provide a coordinated, comprehensive, interagency approach to the development of a continuum of care that is family– and child–oriented and that emphasizes prevention, early intervention, and community–based services for all children and families with special attention to at–risk populations.
- **Local Management Board:** the entity established and maintained by the local jurisdiction for the purpose of overseeing and ensuring the implementation of a local interagency service delivery system for children, youth and families in that jurisdiction.
- **Opportunity to Cure:** the period of time allotted to allow an applicant to correct any errors in its application submission that were identified during the technical review.
- **Technical Review:** the internal review process for finding errors in application/proposal submissions.

PROJECT DESCRIPTION

As previously mentioned, Family League is required to measure the needs of the city regarding current challenges; community strengths; and available programs, services, and resources. This is accomplished via the Community Needs Assessment. The results of the assessment are used to effectively guide local development, expansion, and implementation of resources to better serve children and families in the City. The assessment will also be the basis for Family League's three-year strategic planning process.

The Community Needs Assessment must individually address Maryland's eight results for Child Well-Being including: Babies Born Healthy, Healthy Children, School Readiness, School Success, School Completion, School Transition, Safety and Stability, and include:

- A review of data related to the well-being results areas;
- A review of other relevant data;
- Information from stakeholders and community partners; and
- Community resource mapping, including:
 - Services within the full continuum of care from all child-serving public and private agencies;
 - Identification of community strengths; and
 - Identification of gaps in addressing results and indicators through a continuum of care.

Additionally, the assessment must be able to succinctly address the aspects of structural racism with disaggregated data.

Anticipated Funding: \$25,000 - \$45,000

RFQ SUBMISSION

Applicants are required to submit proposals through **FUNDINGtrack**, Family League's online grants management system accessible through <https://flb.fluxx.io>. **Submissions must be completed by the date and time specified in this RFQ.** The deadline will be strictly enforced. It is the responsibility of the applicant to ensure that the application process is completed by the deadline. Hard copies, emailed copies, and late submissions will not be accepted. Furthermore, Family League reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFQ or to withdraw this RFQ at any time prior to contract award. Family League shall not be bound by or liable under this RFQ and/or any response thereto until a final written contract has been executed by Family League and the grantee incorporating the terms and conditions of the award.

Applications Due: April 19, 2019 at 4:00 PM

Registration

All applicants must be registered in **FUNDINGtrack**. This is done by selecting the “Register” link on the portal’s home page, found here: <https://flb.fluxx.io>. Applicants will receive login credentials via email within 72 hours of submission of the registration form. **Applicants are highly encouraged to register early.**

Organization Information and Documentation

The Organizational profile enables all registered users of **FUNDINGtrack** to provide the key business and contact information needed from awardees. All registered users should fully complete the requested information and upload the due diligence documentation required in this RFQ.

Help using the Online Application

For questions or problems, contact the Help Desk at FUNDINGtrack@FamilyLeague.zendesk.com, Monday through Friday, 8:30am to 4:30pm.

Applicants should complete and submit the response to the RFQ as outlined on **FUNDINGtrack**. Responses received under this RFQ that fail to address each of the requested in adequate and complete detail, will be deemed non-responsive and will not be considered. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.

In addition to the responses, applicants must also upload the following:

- A. Cover letter: On the applicant’s official letterhead, provide a brief cover letter summarizing the organization and its interest in this opportunity. The cover letter must include the following items:
 - a. The organization’s primary mailing address,
 - b. Information on whether the Applicant is a minority-owned business or women-owned business, and
 - c. Signature of authorized signatory.
- B. Resumes of Key Personnel: Applicant should provide resumes for all individual(s) who will

be engaged in the work for the proposed project.

- C. Work Sample: A work sample could be a needs assessment, strategic plan, or final report with recommendations. If the applicant cannot provide a relevant work sample, it may submit a recommendation from a past client.
- D. Proposed Budget: Applicants should provide a proposed budget for the services requested in the RFQ for the entire anticipated contract performance period.

REVIEW AND EVALUATION

Responses to the RFQ will be reviewed and evaluated with emphasis on experience and personnel. Applicants will receive written notice as to whether or not the organization was selected for this opportunity. Selections are anticipated to be completed within two (2) weeks after the RFQ submission deadline.

Family League's Commitment to Equity and Inclusion

As Baltimore City's appointed local management board (LMB), Family League is committed to strengthening Baltimore City-based businesses and providing equity and inclusion in its procurement process. It is the policy of Family League to provide all Baltimore City-based small, minority and/or women-owned or -led business and other historically underrepresented and underutilized business enterprises the maximum practicable opportunity to compete and be awarded contracts to provide goods, services, and activities administered by the Organization.

GENERAL TERMS AND CONDITIONS

Contract Award

The submission of a response does not, in any way, guarantee a contract. Family League is not responsible for any costs incurred related to the preparation of a response to this RFQ. Family League reserves the right to withdraw an award prior to execution of a contract with a grantee at Family League's sole and absolute discretion.

Contract Performance Period

Anticipated period is June 1, 2019 – September 30, 2019. Contract performance period, scope of work, and budget will be finalized during contract execution.

Contract Terms

The successful applicant must comply with all terms and conditions applicable to consultant contracts executed by Family League. These terms and conditions can be found on Family

League’s website at www.familyleague.org. By submitting a response to this RFQ, applicants attest that they have read and accept these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of the recipient as an addition to the contract.

Criminal Background Checks

All successful applicants must conduct criminal background checks for employees. These practices must comply with the terms and conditions applicable to contracts executed by Family League. All awardees must have established standard operating policies and procedures for conducting, reviewing, and, if necessary, responding to the results of the record checks.

TIMELINE KEY DATES

KEY DATE	ACTION
4/19/19	Submission deadline (by 4:00 pm)
4/20/19 – 4/21/19	Technical Review
4/22/19 – 4/23/19	Opportunity to Cure
4/24/19 – 5/8/19	Review Period
5/10/19	Award Announcement