

FAMILY LEAGUE

OF BALTIMORE

REQUEST FOR QUALIFICATIONS (RFQ): Professional Development Certifications

DATE OF ISSUE: April 11, 2019
DEADLINE: May 8th, 2019 at 4:00 PM

Contents

INTRODUCTION 3

PROJECT DESCRIPTION 3

RFQ APPLICATION SUBMISSION..... 4

QUESTIONS 4

REVIEW AND EVALUATION 5

GENERAL TERMS AND CONDITIONS..... 5

Contract Performance Period..... 5

Contract Terms & Conditions 5

ATTACHMENT A: 6

RFQ RESPONSE TEMPLATE..... 6



Request for Qualification (RFQ) for Professional Development Certifications

Deadline: May 8, 2019

By 4:00 pm

INTRODUCTION

Family League of Baltimore (Family League), the local management board for Baltimore City, brings together public and private dollars and a wide range of partners to fund and support effective social change. By using evidence-based approaches, along with data analysis and program results, Family League makes investments in programs that work, supporting successful initiatives to best support Baltimore’s families and children.

Family League is committed to building the capacity of our funded partners and the greater community by providing free coaching and professional development (PD) opportunities. The PD workshops deliver the most current research and best practices to support the diverse communities of Baltimore City, and to ensure partners receive the resources needed to promote equity and effectively engage the communities they serve. A variety of workshops are offered throughout the calendar year and are open to anyone who wishes to attend. PD opportunities are a vital to capacity building and supporting well-designed, high impact programs and activities for the children, youth, and families of Baltimore City.

PROJECT DESCRIPTION

Family League seeks consultants to facilitate professional development workshops for youth development workers supporting Baltimore City. The workshop(s) will be offered throughout the year as interest permits and should result in the certification of enrolled participants, in one of the following areas:

- General Youth Development Train-the-Trainer Models
- Advancing Youth Development Certification
- Supervising Youth Development Certification
- Quality Coaching
- Professional Coaching
- Restorative Practices
- Maryland State Department of Education Continuing Education Units
- First Aid/CPR
- Other

KEY DATES	ACTION
4/18/2019	Q & A Submission Deadline
5/8/19	Application Submission deadline (by 4:00 pm)
5/9/19 – 5/10/19	Technical Review
5/13/19 – 5/14/19	Opportunity to Cure
5/15/19 – 5/28/19	Review Period

RFQ APPLICATION SUBMISSION

Applicants should complete and submit the RFQ Response Template (Attachment A). Responses received under this RFQ that fail to address each of the requested items in Attachment A, 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 submitting Attachment A, applicants must also provide as separate attachments 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:
 - The organization’s primary mailing address,
 - Information on whether the Applicant is a minority-owned business or women-owned business,
 - The certifying agency for training topics offered
 - Signature of authorized signatory.
- B. Resumes of Key Personnel: Applicant should provide resumes for any individual(s) who will conduct the work for the proposed workshop.
- C. Work Sample: Applicant should provide a curricular syllabus to include participant time commitment and topics covered in session(s).
- D. Proposed Budget: Applicants should provide proposed budget for the services to be provided.

Applicants are required to submit requested documents via email to fundedpartnerships@familyleague.org by Wednesday, May 8th, 2019 at 4:00 pm, eastern standard time. It is the responsibility of the applicant to ensure that the application process is completed by the deadline. **Hard copies and late submissions will not be accepted.** Questions can be sent to the same email address and will be accepted until, Thursday, April 18th, 2019 at 12:00 pm. All questions and responses will be publicly posted on the Family League website at www.familyleague.org/funded-partnerships no later than 5:00 pm on Monday, April 22nd.

QUESTIONS

Questions can be emailed to fundedpartnerships@familyleague.org. **Questions will be accepted until close of business (5:00 pm) on April 18, 2019.** All questions and responses will be publicly posted on the

Family League website <http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/> by April 22, 2019.

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 as qualified. Selections are anticipated to be completed within three (3) 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 the organization that all Baltimore City-based small, minority and/or woman owned or led business and other historically underrepresented and underutilized business enterprises will be given the maximum practicable opportunity to compete and be awarded contracts to provide goods, services and activities administered by the organization. You can learn more about the organization by visiting <http://familyleague.org/>

GENERAL TERMS AND CONDITIONS

Contract Award

The submission of a proposal does not, in any way, guarantee a contract. Family League is not responsible for any costs incurred related to the preparation of a proposal in 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

Contract performance period, scope of work, and budget will be finalized at the time a qualified applicant's services are procured.

Contract Terms & Conditions

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.

ATTACHMENT A: RFQ RESPONSE TEMPLATE

1. EXECUTIVE SUMMARY

Authorized Signatory Information

Organization Name:	
Address (Principal Place of Business):	
Address of lead office to perform services under this RFQ:	
Website:	

Partner or Sub-grantee(s) Information, if applicable

Name(s) & Location(s):	
------------------------	--

RFQ Contact: Identify the person who will serve as your RFQ contact. This contact will receive e-mail notifications regarding the RFQ process.

Name & Title:	
Email:	
Phone:	

Qualifications being submitted in consideration for (check those that apply):

<ul style="list-style-type: none"><input type="checkbox"/> General Youth Development Train-the-Trainer Opportunities<input type="checkbox"/> Advancing Youth Development Certification<input type="checkbox"/> Supervising Youth Development Certification<input type="checkbox"/> Quality Coaching<input type="checkbox"/> Professional Coaching<input type="checkbox"/> Restorative Practices<input type="checkbox"/> Maryland State Department of Education Continuing Education Units<input type="checkbox"/> First Aid/CPR<input type="checkbox"/> Other (please list): _____

2. EXPERIENCE

Provide at least two concise descriptions of previous or existing work that demonstrates your experience with facilitating professional development trainings.

PROJECT DESCRIPTION 1

Project Name:	
Client (Business) Name:	
Client Contact Name & Title:	
Client Contact Phone:	
Client Contact E-mail:	
Project Length (start/end):	
Prime Organization Name:	
Prime Project Lead:	
Project Budget:	

Project Background: Include background information regarding the client and/or project as applicable.

Project Scope: What were the project activities your organization completed? What expertise did your organization bring to the project and what expertise came from other sources? Provide sufficient information to give insight into the size/complexity and scope of the project.

Involvement of Client and/or Stakeholders: Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc.

Project Outcomes: What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value for the client?

PROJECT DESCRIPTION 2

Project Name:	
Client (Business) Name:	
Client Contact Name & Title:	
Client Contact Phone:	
Client Contact E-mail:	
Project Length (start/end):	
Prime Organization Name:	
Prime Project Lead:	
Project Budget:	

Project Background: Include background information regarding the client and/or project as applicable.

Project Scope: What were the project activities your organization completed? What expertise did your organization bring to the project and what expertise came from other sources? Provide sufficient information to give insight into the size/complexity and scope of the project.

Involvement of Client and/or Stakeholders: Discuss how the client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc.

Project Outcomes: What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value for the client?

3. STAFFING

Provide an overview of the staffing structure proposed for consideration under this RFQ, including a total number of key personnel as well as their resumes. Resumes should be submitted as a separate attachment.