



REQUEST FOR QUALIFICATIONS (RFQ):

FY25 Workforce Development Post-Program Consultant

DATE OF ISSUE: May 13, 2024

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PURPOSE OF THIS INVESTMENT

Family League is the license holder for the Home Instruction for Parents of Preschool Youngsters (HIPPY) program. HIPPY is an evidence-based, two-generation home visiting program designed to support parents as their child's first teacher and to increase young children's school readiness. HIPPY is also a workforce development program, providing opportunities for parents to become home visitors themselves.

Home visiting improves outcomes for children and their parents. In addition to HIPPY, there are three home visiting program partners funded by Family League that Family League: DRUM Healthy Families, Sinai Hospital, and The Family Tree. The H.O.P.E. (Healing Ourselves through Peer Empowerment) Project, is another home visiting program that Family League supports. H.O.P.E. is unique in that it serves mothers who have experienced a pregnancy or infant loss in an effort to improve preconception health and to address risk factors for a subsequent loss.

In 2023, Family League piloted a home visitor workforce development training program with HIPPY participants. Over the course of 12 weeks, participants attended weekly training with a curriculum designed to provide the entry-level skills needed to become a home visitor. In addition to focusing on subject matter content related to home visiting, the curriculum also covered critical topics such as trauma-informed care and healthy communication. Additionally, participants were eligible to receive stipends and other barrier removal supports, including laptops and hotspots, to support active engagement.

Family League now seeks to support program graduates in their transition from workforce training participant to employee. Also, we want to assess the program's impact on families, determine its efficacy, and identify lessons-learned before iterating or seeking additional funding.

BACKGROUND

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. Family League works collaboratively to support data-informed, community-driven solutions that align resources to dismantle systemic barriers that limit the possibilities for children, families, and communities. Family League believes that racial equity plays a pivotal role in realizing its organizational vision and that it can be achieved when race no longer determines the life trajectory of people in Baltimore. As such, Family League applies a racial equity lens to its policies, practices, organizational culture, and grantmaking.

Family League's work is guided by and its success defined by its ability to address the State of Maryland's eight (8) Child Well-being Results. We work to ensure that babies are born healthy; children are healthy; children enter school ready to learn; children are successful in school; youth will complete school; youth have opportunities for employment or career readiness; communities are safe for children, youth, and families; and families are economically stable.

As a careful steward of the funds awarded by the City of Baltimore, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in support of these results areas. We leverage these resources to serve Baltimore's children, youth, and families and hold three key roles in the community: programming and grantmaking, coalitions and collaborations, and policy and advocacy.

Family League's Commitment to Equity and Inclusion

Family League is committed to strengthening Baltimore City-based businesses and incorporating a focus on equity and inclusion in its procurement process. It is the policy of Family League to provide all Baltimore City-based small, minority and/or woman-owned or -led businesses 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.

DEFINITIONS

- **Barrier Removal:** The provision of resources that assist participants in navigating the conditions, policies, and/or personal and social hurdles that many must surmount in day-to-day life that might prevent or impede full participation and success in the initiative. These removals might include providing access to transportation, housing assistance dollars, assistance in securing legitimizing documentation (birth certificate, identification), access to expungement services and associated fees, etc.

PROJECT DESCRIPTION

Workforce Development Post-Program Consultant will:

- Cultivate and build relationships with program participants, home visiting partners, and potential career-placement partners;
- Support and provide career assistance to home visitor workforce development graduates;
- Provide barrier removal supports for graduates;
- In partnership with Family League's team, create two evaluations designed to assess the impact and efficacy of the home visitor workforce development program;
- Facilitate the dissemination and completion of program evaluations by participants;
- Assist in other program evaluation needs;
- Participate in progress meetings with Family League's School Readiness team; and
- Be Spanish speaking or have access to written and verbal Spanish translation services.

PRIORITY AREAS & PROGRAM REQUIREMENTS

Consultant responsibilities could include (Final scope will be developed collaboratively after selection):

- Assisting participants with locating, applying, and preparing for employment opportunities;
- Providing individualized support in resume development;
- Engaging in interview preparation, which may include mock interviews and feedback, tips on engaging in company research, and salary negotiation;
- Calling, emailing and/or meeting with home visiting organizations to assess the organizations workforce needs and assisting in the facilitation of participants as candidates;
- Determining other appropriate job opportunities;
- Arranging translation support for Spanish speaking participants, which may include obtaining interview accommodations and coordinating translation services;
- Disseminating evaluation materials and/or ensuring the completion of evaluations; and
- Reviewing home visitor workforce development program background material

GRANT TERMS & APPLICANT ELIGIBILITY

Contract Award Amount: Not to exceed \$ 40,000.00

Contract Performance Period: Contingent upon available funding, the anticipated period is July 1, 2024 through December 31, 2024 Contract performance period, scope of work, and budget will be finalized during the contract execution period.

SUBMISSION REQUIREMENTS

Applicants are required to submit proposals through *FUNDINGtrack*, Family League’s online grants management system accessible through <https://flb.fluxx.io>. Submission must be completed by the date and time specified in this RFQ and in the *FUNDINGtrack* application. The deadlines 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 the 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: June 7, 2024, 4pm EST

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 **three business days** 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 partners. 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 Family League's Help Desk at support@familyleague.org, Monday through Friday, 8:30 am to 4:30 pm.

PRE-PROPOSAL CONFERENCE & QUESTIONS

Questions can be emailed to fundedpartnerships@familyleague.org. **Questions will be accepted until close of business (4:00 pm) on May 20, 2024.** All questions and responses will be publicly posted on the Family League website <http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/> by **May 22, 2024.**

A Pre-proposal Conference will be held on **May 20, 2024**, 2:30-3:30 pm via Zoom:

Topic: FY25 Workforce Development RFQ Pre-proposal Conference

Time: May 20, 2024 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/87608541626>

Meeting ID: 876 0854 1626

One tap mobile

+13017158592,,87608541626# US (Washington DC)

+17866351003,,87608541626# US (Miami)

Dial by your location

• **+1 301 715 8592 US (Washington DC)**

• **+1 786 635 1003 US (Miami)**

• **+1 929 205 6099 US (New York)**

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- +1 646 518 9805 US (New York)
- 877 853 5247 US Toll-free
- 888 788 0099 US Toll-free
- 833 548 0276 US Toll-free
- 833 548 0282 US Toll-free

Meeting ID: 876 0854 1626

Find your local number: <https://familyleague-org.zoom.us/j/87608541626>

RFQ Components

- Applicants must provide a current resume' or curriculum vitae ("CV") as a separate attachment.

Communication Regarding RFQ

To maintain fairness in the process, inquiries concerning this RFQ, including questions related to technical issues, are to be directed through email to fundedpartnerships@familyleague.org. Communication by telephone or in person will not be accepted.

Inquiries or requests for clarification submitted prior to May 20, 2024 will be addressed in writing and available on Family League's website at www.familyleague.org no later than **May 22, 2024**. **All proposal responses must be received by the deadline.**

REVIEW AND SELECTION PROCESS

Review Panel

Applications will be reviewed and rated by a panel comprised of individuals with experience, knowledge, and expertise in the field. This panel may include service professionals; community members; parents, youth, and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League.

Selection Criteria

Criteria, including compliance with RFQ priorities/requirements, will be used in determining which applicants will be awarded grants and become community partners. This includes:

- Proposal illustrates previous experience supporting job seeking individuals.

- Proposal demonstrates previous experience building relationships with diverse stakeholders, such as individuals, employers, and organizations.
- Proposal provides clear specific examples of previous experience and/or future implementation for this project, as requested

Announcement

Funding decisions are expected to be announced by the week of **July 11, 2024**

Key Dates and Deadlines

DATE	TASK
May 13, 2024	RFQ Posted
May 20, 2024	Question & Answer Deadline
May 20, 2024	Preproposal Conference
May 22, 2024	Questions and Answers Posted on Website
June 7, 2024	Applications Due
June 9-14, 2024	Technical Review & Cure Period
June 17 – July 10, 2024	Application Review
July 11, 2024	Determination Notices
July 1, 2024	Contract Term Start Date
December 31, 2024	Contract Term End Date