FY25 IT Management RFP
Pre-Proposal Conference
July 8, 2024

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Agenda

➢ **Welcome and Introductions**

➢ **Family League Overview**

➢ **Purpose of this Investment**

➢ **Project Description**

➢ **Application Eligibility & Requirements**

➢ **Timeline**

➢ **Questions & Answers**

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Family League's Stategic Plan and Strategic IT Alignment

The Bold Goal

Powered by and in partnership with community, we will address inequities in education, health, and economic opportunity through an anti-racist lens to ensure that positive outcomes can be a reality for all Baltimoreans.

2021 - 2024 Priority Results Areas

Children are Successful in School
Families are Economically Stable
Communities are Safe for Children, Youth, and Families

Strategic Priority I
Organizational Structure and Culture

Strategic Priority II
Role in the Community

Strategic Priority III
Revenue and Finance

Mission

Family League of Baltimore works collaboratively to support data-informed, community-driven solutions that align resources to dismantle the systemic barriers which limit the possibilities for children, families, and communities.

IT Strategic Priority III
Improve operational efficiencies and flexibility

IT Strategic Priority III
Utilize technological capabilities to support community capacity building

IT Strategic Priority III
Provide a reliable, secure and resilient infrastructure

IT Mission

In alignment with Family League's Bold Goal, utilize innovation and technology through an equity lens in support of internal and external stakeholders' operational excellence.

Purpose of Investment

➢ The purpose of procuring co-managed IT Management Services is to enhance organizational efficiency and security.

➢ By partnering with an MSP, Family League can focus on strategic IT goals.

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Project Description

Family League Key Priority Areas:

- Diversity, Equity & Inclusion Commitment

- Business Continuity and Disaster Recovery

- Cloud Services Management

- Network Infrastructure Management

- Systems Administration

- Cybersecurity

- Audiovisual Technology Support

- Microsoft 365 Security & Compliance Center

- SharePoint Intranet

- Website Support

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Project Description

Innovation & Technology Team

- **Senior Director of Innovation and Technology**:
  - Oversees all IT and innovation initiatives.
  - Leads strategic planning and implementation of technology solutions.
  - Ensures alignment of technology with organizational goals.
- **Business Systems Administrator**:
  - Provides administrative and development support of core business systems & website.
- **IT Training & Support Specialist**
  - Provides user training and troubleshoots and resolves core business system support issues.
- **IT Technician**:
  - Provides first level support for hardware and SaaS software issues.

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Applicant Requirements & Eligibility

➤ Provide a Certificate of Good Standing dated within the past 30 days. Certificates are available on the Maryland State Department of Assessments and Taxation: https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx

➤ For funding requests totaling **less than $50,000,** provide a copy of the organization's Form 990 dated within the past 12 months;

➤ For funding requests totaling **$50,000 or more**, provide a copy of the organization's independently audited financial statements for its fiscal year-end within the past 12 months;

➤ Provide evidence of organizational capacity to implement a quality program as outlined in the RFP;

➤ Provide a clear and concise operating budget.

➤ Conduct a presentation of the proposal for Family League I&T Team

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Submission Requirements

➢ Applicants are required to submit applications through **FUNDING*track*,** Family League's online grants management system accessible through https://flb.flux.io

➢ Applicants must be registered in **FUNDING*track*.**

➢ *Applications must be submitted by July 24, 2024, 4:00pm EST*

➢ **Applicants are highly encouraged to register early!**

Submission Assistance

➤ For questions or problems using **FUNDING*track***, contact the help desk, available between 8:30 a.m. and 4:30 p.m.

  ➢ Support@familyleague.org

  ➢ 443-423-0910

➢ **Applications must be submitted by July 24, 2024, 4:00pm EST**

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What is FUNDINGtrack?

FUNDINGtrack is Family League's grant management system and is used by Family League Staff, Funded Partners, and Procurement Reviewers for the submission and review of a variety of documents and reports, including Requests for Proposals (RFPs), Requests for Applications (RFAs), Requests for Qualifications (RFQs), and Requests for Information (RFI).

FLUXX

How to Access FUNDINGtrack

1 **There's no place like...**

2 https://flb.fluxx.io

Welcome to Family League's FUNDINGtrack

3

Login Now:

Your Name

••••••••••••

Sign in

Reset or create password

Family League of Baltimore's FUNDINGtrack serves applicants and Funded Partners. New applicants can submit proposals Online through the portal. Existing Funded Partners can access active and closed contracts as well as create a new proposal.

Those applying for the first time will need to register by selecting "Register" below. Your login credentials are emailed to you following submission of the registration form. It is quick, easy, and only required once.

Applicants are encouraged to complete the registration process well in advance of submitting an application.

Questions or problems, contact us at:

support@familyleague.org

443-423-0910

Please note that this system requires Chrome.

Download Chrome

If New Partner Register

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Privacy Policy   Accessibility

Complete Registration Form & Submit

Registration Form

Organization Information

Organization Name (Legal Name)

Organization Acronym

Organization Phone

Authorized Official Name

Authorized Official Title

Authorized Official Email Address

Website

Address 1

Address 2

City

Country
United States

State/Province

Postal Code (Zip)

Tax ID

Please enter the Federal Tax ID in the following format: XX-XXXXXXX

DUNS Number

Tax Class

Organization Operating Budget

Contact Person Information

Prefix

First Name

Last Name

Title

Work Phone

E-mail

Please note that all fields in **BOLD** are required.

Cancel   Submit Request

Welcome Email & Password Setup Link

New User Information ➤ Inbox ×

Family League FUNDINGtrack do-not-reply.grants07-us-east-1@fluxx.io via amazonses.com
to me ▾

Welcome to Family League's Fundingtrack Grantee Portal!

To get started, please navigate directly to our website at https://flb.fluxx.io using Chrome and use the following credentials to access your account:

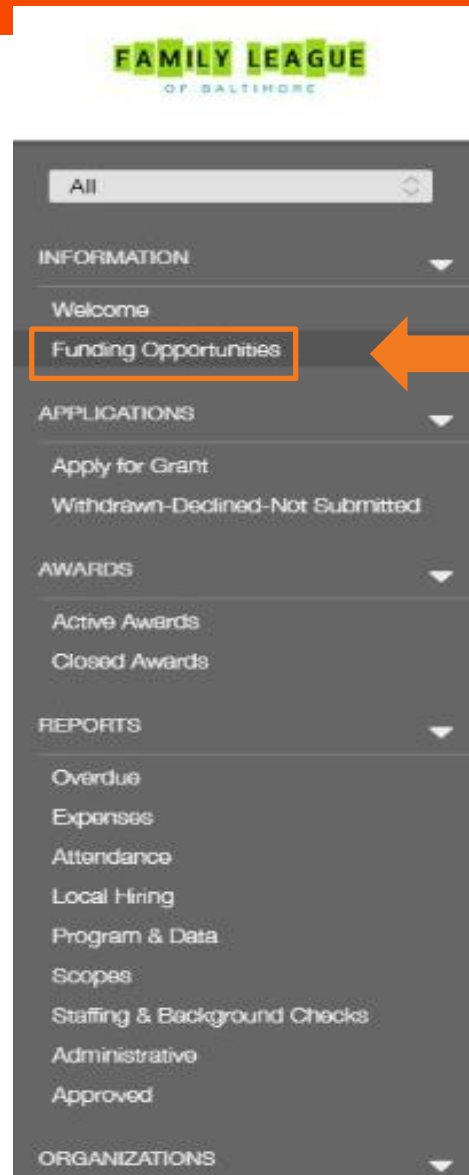* User Name: Your Username@email.com
* Password Setup Link: https://flb.fluxx.io/token/9656ed7fc422b3abc7111f2628d6534bd41d366629a4d7b02b

As part of our onboarding process, we require ALL new users to undergo FUNDINGtrack training. This is an easy and informative 1 hour session to h
one of our upcoming monthly training sessions, please follow the link to our PD Calendar. If you need immediate training, we also offer personalized
session FUNDINGtrack Navigation - Partner Training.

Our dedicated support team is here to help. Reach out to us at support@familyleague.org or give us a call at 443-423-0910, and we will be more tha

↩ Reply   ↪ Forward

Log in with credentials and navigate to Funding Opportunities

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All

INFORMATION ▼

Welcome

Funding Opportunities

APPLICATIONS ▼

Apply for Grant

Withdrawn-Declined-Not Submitted

AWARDS ▼

Active Awards

Closed Awards

REPORTS ▼

Overdue

Expenses

Attendance

Local Hiring

Program & Data

Scopes

Staffing & Background Checks

Administrative

Approved

ORGANIZATIONS ▼

Funding Opportunities

Invitation to Present (ITP) Application for Professional Development Facilitators

In the application, please be sure to select "2024" as the Fiscal Year. Save the application and then Edit to complete the process.

To view details of this Application, please go to: https://familyleague.org/funding-opportunities/

Please click here to proceed to the Invitation to Present (ITP) Application

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Request for Qualification (RFQ): Community Advisory Board (CAB) Consultant

In the application, please be sure to select "2024" as the Fiscal Year and "Community Advisory Board (CAB) Consultant" as the Program Type. Save the application and then Edit to complete the process.

To view details of this RFA, please go to: https://familyleague.org/funding-opportunities/

Please click here to proceed to the RFQ: Community Advisory Board (CAB) Consultant

How Do You Get Support?

For assistance while navigating FUNDINGtrack email
support@familyleague.org OR Call **443-423-0910**

Always provide if possible:
- ✓ Description of Issue
- ✓ Your name
- ✓ Organization
- ✓ Report name
- ✓ Program type
- ✓ Site/School
- ✓ Screenshots

Shebbi Eversley
IT Training & Support Specialist

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Timeline

KEY DATE	ACTIVITY
June 27, 2024	RFP posted
July 8, 2024	Deadline to Submit Questions
July 8, 2024	Pre-proposal Conference
July 11, 2024	Q&A Posted to Family League website
July 24, 2024	Submission deadline (by 4:00 pm)
July 25 – August 2, 2024	Technical Review and Cure Period
August 5-9, 2024	Vendor Presentations
August 12 – September 10, 2024	Application Review and Approval Process
September 12, 2024	Determination Notices
September 20, 2024	Scope Finalization
September 23 – 27, 2024	Legal Review (if applicable)
October 1, 2024	Contract Start Date

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Questions?

Answers to questions discussed at the pre-proposal conference will be posted on Family League's website at www.familyleague.org/funding-opportunities.

Additional questions can be submitted to fundedpartnerships@familyleague.org.

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