FY25 Community Health Needs Assessment
Request for Proposals
Pre-proposal Conference
January 7, 2025

FAMILY LEAGUE OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

Our Work

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.

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Focus Areas

- Prioritizing Youth
- Building Public Safety
- Clean and Healthy Communities
- Equitable Development
- Responsible Stewardship of City Resources

Bold Goal & Priorities

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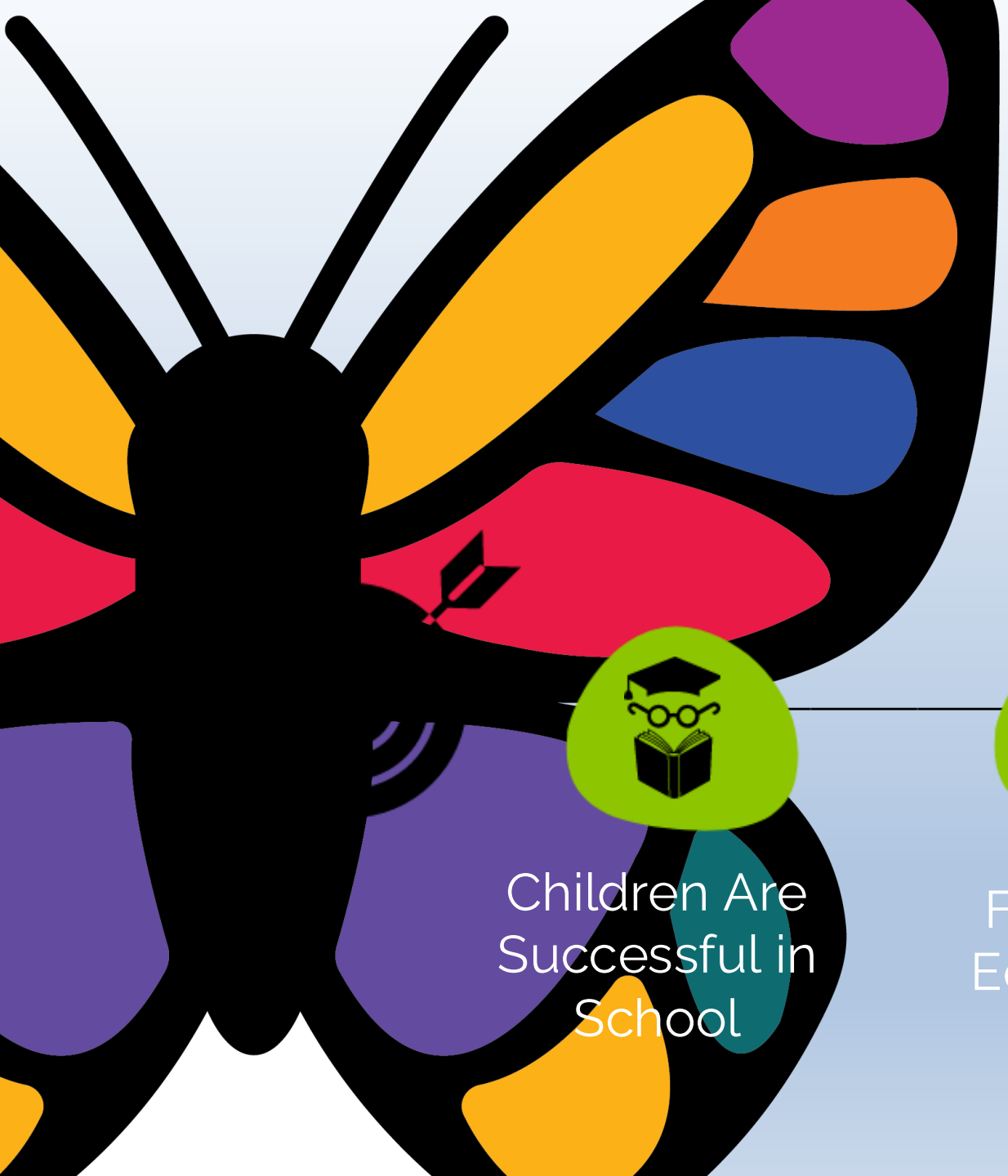

Children Are Successful in School

Families Are Economically Stable

Communities Are Safe For Children, Youth, and Families

Community Health Needs Assessment

Family League of Baltimore (Family League) is seeking proposals from qualified suppliers to conduct a comprehensive community health needs assessment (CHNA). This evaluation will involve examining existing data and gathering primary data via key informant interviews and focus group discussions in chosen communities. The goal is to capture current community challenges, strengths, and available resources within Baltimore City.

Project Description

The selected vendor will be responsible for the following:

- Review and analysis of existing quantitative data related to Baltimore City, including Maryland's 8 indicators of child well-being (babies born healthy, healthy children, school readiness, school success, school completion, school transition, safety, and stability) and socioeconomic indicators;
- Collection of primary data via key informant interviews and focus groups;
- Integration of frameworks;
- Identification of resources and community assets; and
- Data stratification.

Project Description

Project deliverables will include:

- Final Assessment Planning and Approval
- Secondary Data Analysis/Tabulation
- Primary Data Collection
- Data Convergence
- Draft Report summarizing findings and insights

Applicant Eligibility

Applicant Qualifications

The applicant must meet the following qualifications:

- Demonstrated experience in conducting similar work on behalf of public or nonprofit human services agencies;
- Expertise in social determinants affecting marginalized communities; and
- Ability to present, analyze, and disaggregate data by race as well as social and economic standing.

Data Security and Confidentiality

As detailed in the RFP, the selected vendor must adhere to the highest standards of data security and confidentiality.

Stakeholder Engagement

The applicant must be equipped to engage with key stakeholders throughout the assessment including data collection, regular updates, and presentation of findings.

Submission Requirements

In order to receive consideration, submissions **must** include:

- Responses to all questions;
- A clear, concise budget that does not exceed $60,000.00 (PDF or Excel);
- Certificate of Good Standing with the State of Maryland **dated within the past 30 days** (available at https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx);
- Audited Financial Statements ($50,000 or higher request) or Form 990 (under $50,000 request) **dated within the past 12 months**;
- Resume'(s)/Bio(s) of staff planning to participate in the project;
- One to two work samples that align with the proposed project; and
- Letter(s) of Reference from organizations doing work similar to Family League **dated within the past 12 months.**

***Family League will also schedule presentations with eligible organizations as part of the review process.**

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To access the RFQ, applicants must register for FUNDING*track*. Instructions are included in the RFP document

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Selection Criteria

In addition to reviewing the required supplementary documentation, applications will be evaluated on the degree to which they:

- Adhere to proposal requirements;
- Demonstrate experience and expertise in community-based research particularly around social determinants of health;
- Describe the proposed project plan and timeline, including methodologies to be used;
- Demonstrate adequate, qualified staffing to successfully complete the project;
- Demonstrate commitment to Diversity, Equity & Inclusion.
- Include and prioritize community engagement at all phases of the project; and
- Offer pricing competitiveness and transparency.

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 4:00pm on January 24, 2025.*

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

How to Access *FUNDINGtrack*

1 There's no place like...

2 https://flb.fluxx.io

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Welcome to Family League's FUNDINGtrack

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

Register

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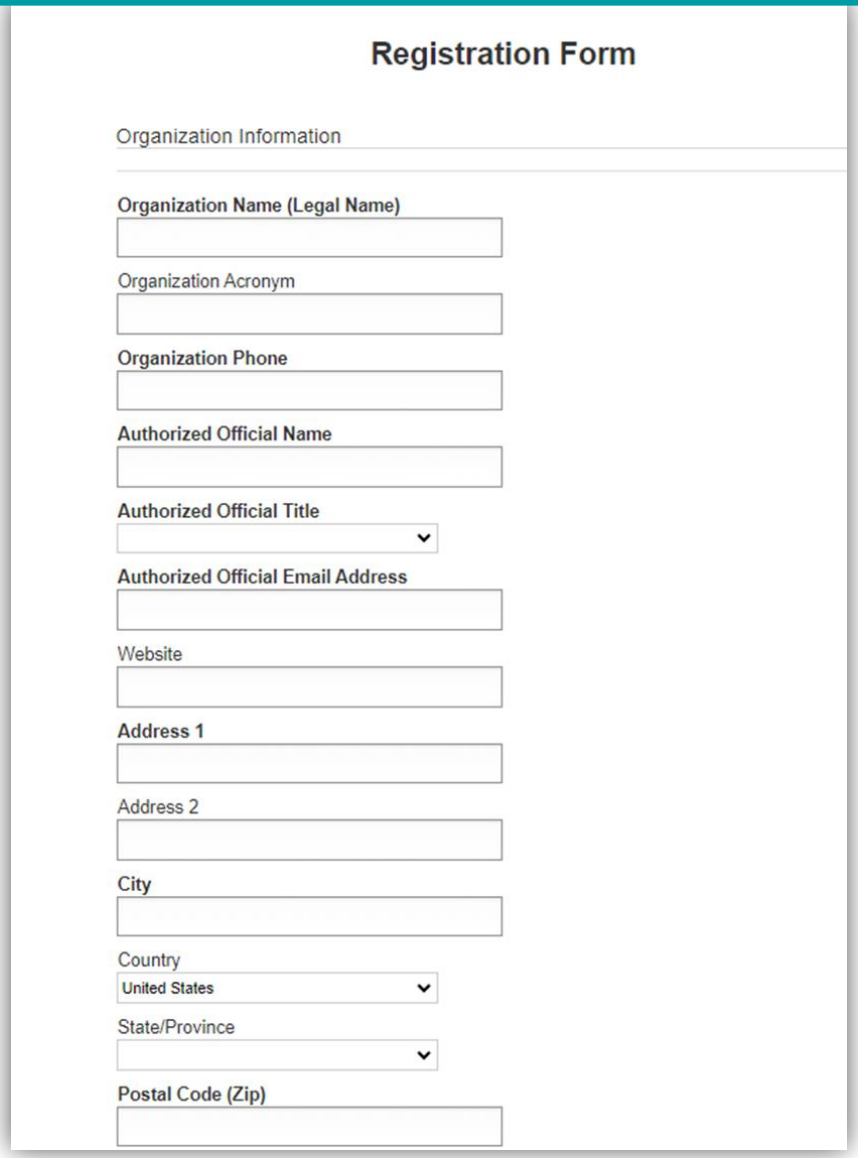
Privacy Policy Accessibility

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

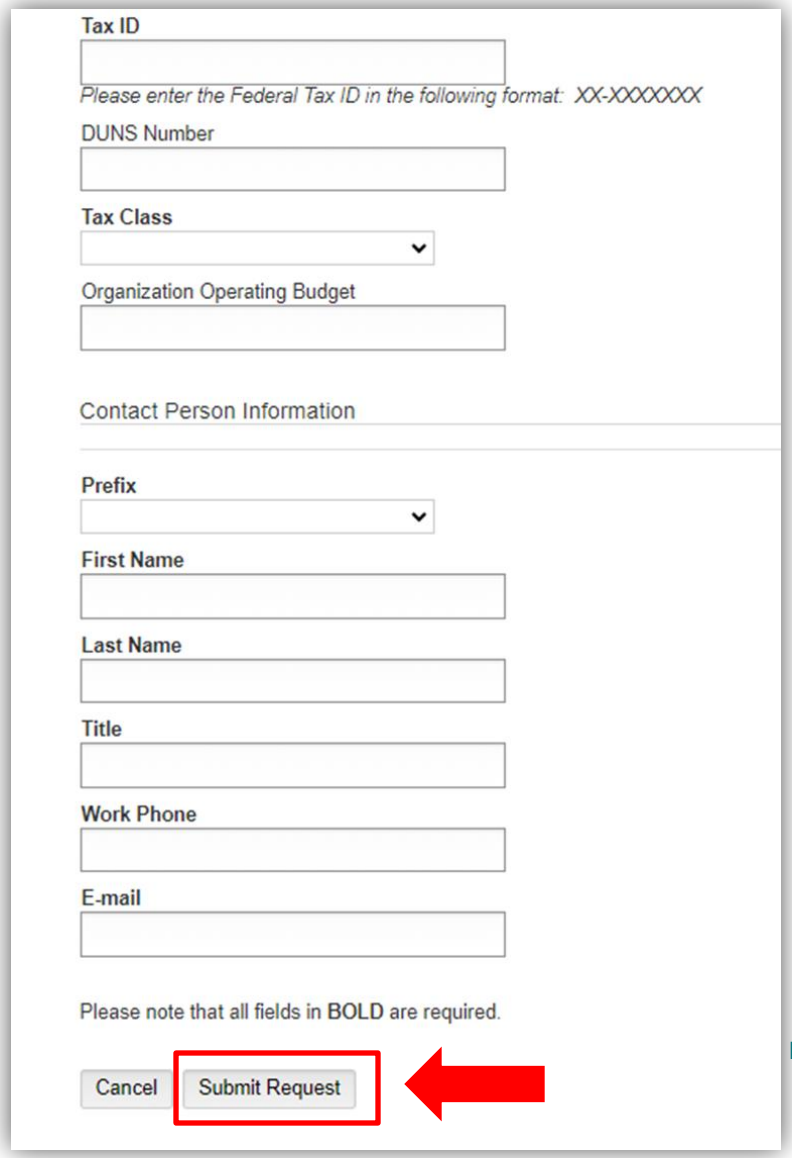
City

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

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Welcome Email & Create Password

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:

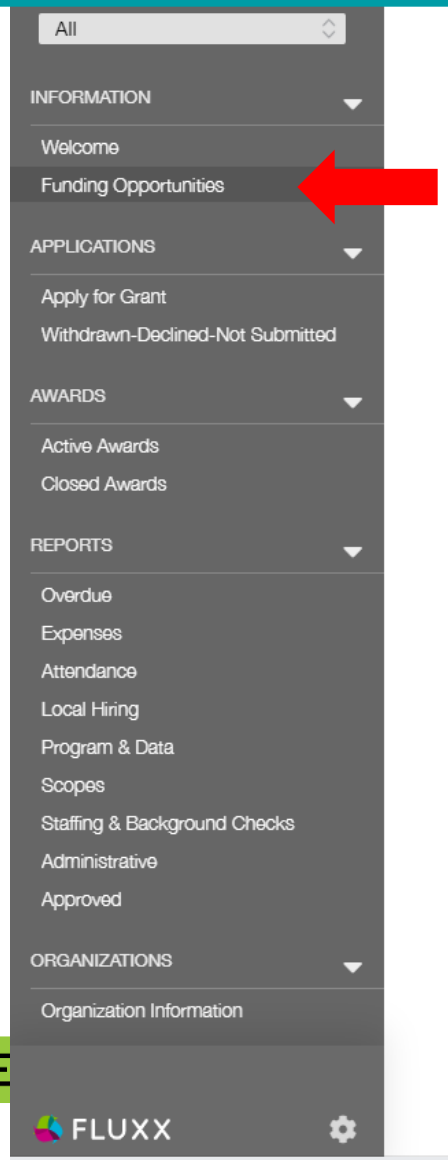
* User Name: Your Username@email.com
* Password Setup Link: https://flb.fluxx.io/token/9656ed7fc422b3abc7111f2628d6534bd41d366629a4d7b02b

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



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

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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
  - Navigation & reporting training is available monthly on our PD Calendar as well as one-on-one sessions Book 1on1training

- **Applications must be submitted by January 24, 2025, 4:00pm EST**

Timeline

KEY DATE	ACTIVITY
December 23, 2024	RFP posted
January 7, 2025	Deadline to Submit Questions
January 7, 2025	Pre-proposal Conference
January 9, 2025	Q&A Posted to Family League website
January 24, 2025	Submission deadline (by 4:00 pm)
January 27-31, 2025	Technical Review and Cure Period
February 3-March 13, 2025	Application Review and Approval Processes
March 14, 2025	Determination Notices
March 21, 2025	Scope Finalization
March 1, 2025	Contract Start Date

*Please note that this timeline is for planning purposes only and is subject to change. Applicants will be notified of changes should they occur.

Questions

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

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