



**REQUEST FOR PROPOSALS (RFP):**

**Community Health Needs Assessment RFP**

**DATE OF ISSUE:** December 23, 2024

**DEADLINE:** February 7, 2024, 4:00pm EST

**EXTENDED**

## INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. It serves as an architect of change by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families, and communities with a vision of a Baltimore where every child grows up in a family that thrives. 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 is defined by its ability to address, the State of Maryland's 8 Child Well-being Results Areas. We work to ensure that children are born and remain healthy; are prepared for, succeed in, and complete school; that youth are prepared for college or career opportunities; that communities are safe; and that families can enjoy safety and economic stability.

As a careful steward of the funds awarded by the City, 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 through our participation as a convener, implementation lead, or partner in numerous collaborative spaces.

## OVERVIEW OF FAMILY LEAGUE'S COMMUNITY HEALTH NEEDS ASSESSMENT (CHNA) OBJECTIVES

Family League of Baltimore (Family League) is seeking proposals from qualified suppliers to conduct a comprehensive community health needs assessment (CHNA) ([View Previous CHNA Here](#))

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

**Scope of Work:** The selected vendor will be responsible for the following tasks:

1. **Review of Existing Data:** Analyze 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.

2. **Collection of Primary Data:** Conduct key informant interviews and focus group sessions on selected communities to gather qualitative data. The selection of communities and criteria for data collection will be determined in consultation with Family League.
3. **Integration of Frameworks:** Utilize life course and social determinant of health frameworks to integrate the data and highlight existing racial/ethnic and economic disparities relevant to child well-being.
4. **Identification of Resources/Community Assets:** Identify resources and community assets through existing data sources and first-hand communications.
5. **Data Stratification:** Provide stratification of data to show comparative health status and offer a more in-depth analysis of child well-being.

#### **Project Deliverables will include:**

1. **Final Assessment Planning and Approval:** Final assessment planning and obtain approval in consultation with Family League of Baltimore.
2. **Secondary Data Analysis/Tabulation:** Analysis and tabulation of existing quantitative data.
3. **Primary Data Collection:** Key informant interviews and focus group sessions to gather qualitative data.
4. **Qualitative Data Analysis:** Analysis of the qualitative data collected from interviews and focus groups.
5. **Data Convergence:** Integration of qualitative and quantitative data to provide a comprehensive analysis.
6. **Draft Report Development:** A draft report summarizing the findings and insights from the needs assessment.

## **GRANT TERMS & APPLICANT ELIGIBILITY**

The contract period for this grant is **April 1, 2025 – June 30, 2025**. To apply, interested individuals or organizations must:

#### **Vendor Qualifications**

The prospective research partner 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**

The selected vendor must adhere to the highest standards of data security and confidentiality. This includes:

- Implementing robust data protection measures to safeguard all collected data;
- Ensuring that all data is stored securely and access is restricted to authorized personnel only;
- Maintaining the confidentiality of all information collected during the assessment; and
- Complying with all relevant data protection regulations and guidelines.

## **Stakeholder Engagement**

The selected supplier will be required to engage with key stakeholders throughout the assessment process. This includes:

- Regularly communicating with Family League to provide updates on progress and to address any concerns;
- Involving community members and other stakeholders in the data collection process to ensure their perspectives are captured; and
- Presenting findings and recommendations to Family League and other relevant stakeholders in a clear and accessible manner.

## **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 RFP 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 RFP, or to withdraw this RFP at any time prior to the contract award. Family League shall not be bound by or liable under this RFP 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.

### **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 Funded Partners. All registered users should fully complete the requested information and upload the due diligence documentation required in this RFP.

### Help Using the Online Application

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

## PRE-PROPOSAL CONFERENCE/QUESTIONS

Applicants can submit questions to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org) until **January 7, 2025**. Responses will be posted on the Family League website ([www.familyleague.org](http://www.familyleague.org)) on **January 9, 2025**.

A pre-proposal conference will be held virtually on January 7, 2025 at 4:00pm, EST. The meeting can be accessed via Zoom:

Topic: FY25 CHNA RFP Pre-proposal Conference  
Time: Jan 7, 2025 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://familyleague-org.zoom.us/j/87540628341>

Meeting ID: 875 4062 8341

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One tap mobile  
+13017158592,,87540628341# US (Washington DC)  
+16465189805,,87540628341# US (New York)

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Dial by your location

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- +1 646 518 9805 US (New York)
- +1 786 635 1003 US (Miami)
- +1 929 205 6099 US (New York)
- +1 267 831 0333 US (Philadelphia)
- +1 470 250 9358 US (Atlanta)
- +1 470 381 2552 US (Atlanta)
- 888 788 0099 US Toll-free

- 833 548 0276 US Toll-free
- 833 548 0282 US Toll-free
- 877 853 5247 US Toll-free

Meeting ID: 875 4062 8341

Find your local number: <https://familyleague-org.zoom.us/j/kdF7iEOqXn>

## Budget Guidelines

Please be sure that the budget (**Total amount not to exceed \$60,000.00**).

- Does not exceed the award amount; and
- Is consistent with the services offered via this RFP.

## 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; and parents, youth and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League.

### Selection Criteria

The following criteria will be used in selecting the application to be awarded:

- Adheres to proposal requirements;
- Demonstrates experience and expertise in community-based research particularly around social determinants of health;
- Provides a clear description of the proposed project plan and timeline, including methodologies to be used;
- Demonstrates adequate, qualified staffing to successfully complete the project;
- Demonstrates commitment to Diversity, Equity & Inclusion.
- Include and prioritize community engagement at all phases of the project;
- Budget reflects maximizing of resources/stewardship and does not exceed \$60,000.00;
- Pricing competitiveness and transparency;
- Quality of work samples that align with the proposed project;
- Resume'(s)/Bios of staff planning to participate in the project; and
- Letter(s) of Reference from organizations doing similar work as Family League.

### Vendor Presentations

Family League will schedule presentations with eligible companies during the week indicated in the Key Dates table below. The presentations will be held virtually or at Family League located at 2305 N.

Charles Street, Baltimore, MD 21218 and we will endeavor to provide eligible companies with as much advance notice as possible.

### Announcement

Funding decisions are expected to be announced by: **March 25, 2025**

## GENERAL TERMS AND CONDITIONS

### Grant Award

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

### Contract Terms

All Funded Partners must comply with all terms and conditions applicable to contracts executed by Family League. These terms and conditions can be found on the Family League website at [www.familyleague.org](http://www.familyleague.org) by submitting a proposal to this RFP, 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 grant recipients as an addition to the contract.

### Additional Funder Conditions

Any additional terms and conditions imposed by funders following the release of this RFP shall become a part of the contract between the Funded Partner and Family League.

## Key Dates and Deadlines **DUE DATE EXTENDED**

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
<b>February 7, 2025</b>	<b>Submission deadline (by 4:00 pm)</b>
February 10 – 18, 2025	Technical Review and Cure Period
February 19 - March 7, 2025	Application Review
March 10 – 14, 2025	Applicant Presentations
March 25, 2025	Determination Notices
March 26 – April 1, 2025	Scope Finalization
April 1, 2025	Contract Start Date

\*Please note that the review and approval processes can be affected by a variety of factors and these dates are subject to change.