

**FY25 Community Health Needs Assessment (CHNA) Request for Proposals (RFP)**  
**Questions & Answers**

**1. What is the funding source for this opportunity?**

The funding source is the Governor's Office for Children on behalf of the Children's Cabinet.

**2. What financial documentation is required to apply for this procurement?**

For funding requests **under \$50,000**, you must submit a Form 990 dated within the past 12 months. For funding requests of **\$50,000 or more**, you must submit Audited Financial Statements dated within the past 12 months.

**3. Should incentives be built into the budget?**

Incentives are a great way to increase participation in the process; should you plan to use incentives, please include those costs in your budget.

**4. Could you elaborate on the purpose of the Applicant Presentations to Family League?**

Application reviews and initial recommendations will be completed by Family League's Community Advisory Board; those recommendations will then be provided to and reviewed by Family League's Leadership Team. This project is the first step in Family League's upcoming Strategic Plan and will support and guide our organization's work for the next five years. So, having a deep understanding of the applicants and their proposals is critical. The presentations are an opportunity to gain a deeper understanding of applicants and their proposals; it is also an opportunity for our Leadership Team to ask questions about information not included in the application packet.

**5. How many focus groups are expected to be convened by the selected vendor?**

Proposals should be strategically planned to cover the diverse areas of Baltimore City; at least five should be included (e.g., Northeast, Northwest, Southeast, Southwest, and Central Baltimore).

**6. In reference to the section on data security and confidentiality, is there a specific set of standards we need to following regarding data security?**

As part of your proposal, please describe the data that you intend to collect, from whom, and what standards of data privacy you would follow for those practices.

**7. Will the agency provide any resources or logistical support (e.g. meeting spaces, technology)?**

Family League provides all Funded Partners with professional development opportunities as well as a variety of technical assistance. However, at this time, we are unable to offer meeting spaces. And, technology needs should be included in the proposal and corresponding budget.

- 8. Does the agency have an existing sample or database of participants that can be used for recruitment? If so, is the participant pool representative of the target population, or will supplemental recruitment be necessary?**

Participant enrollment is managed by the Funded Partner; while we do have limited participant information, it is considered private/confidential and we are unable to share.

- 9. If vendors will be responsible for recruitment, are there specific methods or strategies you prefer (e.g. outreach through community partners, social media, etc.)?**

Funded Partners are responsible for recruitment; because recruitment can look very different across the city (as well as age groups), Family League does not have a preferred method. However, multi-modal outreach has often been successful in increasing enrollment. Please describe your intended methods in as much detail as possible inside the application.