



INVITATION TO PRESENT (ITP)

UNIVERSAL PROFESSIONAL DEVELOPMENT

DATE OF ISSUE: September 22, 2025

DEADLINE: October 17, 2025

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 Child Well-being Results Areas:

- Children are born and remain healthy;
- Children are prepared for, succeed in, and complete school
- Youth are prepared for college or career opportunities;
- Communities are safe; and
- 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.

PROJECT DESCRIPTION

Family League is seeking professional development facilitators to conduct in-person training sessions in ADA-compliant facilities in Baltimore City (including, but not limited to, Family League of Baltimore's office and other community sites) and virtual trainings, if approved. The target audience for professional development includes diverse Family League Funded Partners (e.g., Community School Coordinators & Directors, Youth Development Site Managers & Directors, Youth Development frontline staff, Funded Partner Executive Leadership, etc.) and other stakeholders (e.g., school staff, libraries, other community-based partners, etc.) (collectively, "Funded Partners").

Family League is excited to invite experienced subject matter experts to submit proposals for planning and facilitating 75–180-minute training sessions. We are seeking engaging and impactful training experiences that align with stakeholder needs as described in the attached application, field standards/pillars/models, competency areas, and other relevant topics that incorporate principles of adult learning theory.

This request presents a remarkable opportunity to contribute to the professional growth and effectiveness of Funded Partners, community-based organizations, and other stakeholders who are ultimately working toward positive outcomes for youth, families, and communities in Baltimore. We invite you to share your expertise and innovative training approaches to make a lasting difference.

If you are interested in partnering with us, we kindly request that you submit your proposal. While the initial due date for this opportunity is **October 17, 2025**, we will accept proposals on an ongoing basis and review them on a quarterly basis thereafter.

Deliverables for Professional Development Facilitators:

Workshop Proposal(s):

Facilitators are required to submit detailed proposals outlining the topic, title, clear and concise learning objectives, target audience, cost, track record, and a brief description of the interactive activities and methodologies, including adult and diverse learning theories, that will be employed during the training.

Training Session Delivery:

Facilitators are responsible for delivering engaging and interactive training sessions. Sessions should be tailored to the designated audience-level and aligned with recognized standards, models, and competencies.

Differentiation Strategies: Facilitators should demonstrate their ability to employ varied training content and methodologies based on the experience levels of stakeholders as applicable (e.g., Entry, Intermediate, Veteran etc.) and various learning styles.

Collaboration with Family League:

Facilitators will collaborate with Family League to ensure the seamless integration of their workshops into the overall Professional Development Plan; this may include virtual meetings and/or email correspondence.

Adherence to Timeline and Professional Standards:

Facilitators are expected to adhere to the agreed-upon timeline for submitting proposals and materials.

The proposal should:

- Include responses to all application questions;
- Include Certificate of Good Standing with the State of Maryland for businesses or signed tax returns dated within the past 12 calendar months for individuals or sole proprietors.
- Applicants are strongly encouraged to upload their resumes.

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 ITP 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 or emailed copies will not be accepted. Furthermore, Family League reserves the right, at its sole and absolute discretion, to amend or modify any provision of this ITP, or to withdraw this ITP at any time prior to the contract award. Family League shall not be bound by or liable under this ITP 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 ITP.

Help Using the Online Application

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

PRE-PROPOSAL CONFERENCE/QUESTIONS

A pre-proposal conference will be held virtually on **September 29, 2025**. The meeting can be accessed via Zoom:

Topic: FY26 ITP Pre-proposal Conference

Time: Sep 29, 2025 11:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/84555663404>

Meeting ID: 845 5566 3404

One tap mobile
+13017158592,,84555663404# US (Washington DC)
+17866351003,,84555663404# US (Miami)

Join instructions
<https://familyleague-org.zoom.us/join/84555663404?signature=RtlM7qkjLCHtwT911-9QoIPsAQ9WmysmHrp-XRQzRg8>

Applicants can submit their questions to fundedpartnerships@familyleague.org through **September 29, 2025**. A Question & Answer document will be posted on the Family League website (www.familyleague.org) on **October 3, 2025**.

REVIEW AND SELECTION PROCESS

Review Panel

Proposals will be reviewed and rated by Family League's Community Advisory Board (CAB).¹ They will be reviewed and scored against a standard rubric; reviewers will take into consideration the applicant's track record/experience, cost-effectiveness, and overall proposal (e.g., clear and concise objectives, alignment to adult learning theories/components, ability to accommodate diverse learning, etc.).

As the City of Baltimore's appointed Local Management Board (LMB), Family League is committed to strengthening city-based businesses and providing equity and inclusion in its procurement process. It is the policy of Family League that all city-based, small, minority and/or woman-owned or led businesses and other historically underrepresented and underutilized business enterprises be given the maximum practicable opportunity to compete and be awarded contracts to provide goods, services, and activities administered by Family League.

The submission does not, in any way, guarantee an official contract with Family League. Family League is not responsible for any costs incurred related to the preparation of this proposal. We reserve the right to withdraw this opportunity prior to the execution of a contract with a participant at Family League's sole and absolute discretion.

Selection Criteria

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

¹ Prior to any selection process, members of CAB shall sign an agreement in which said members shall not have any bias, conflict of interest and maintain confidentiality throughout the entire selection process.

- Alignment to needs of the Professional Development department for the fiscal year;
- Applicant's Track Record/Experience;
- Proposal Contains Clear and Concise Objectives;
- Proposal Embeds Adult Learning Theory Components;
- Proposal Accommodates Diverse Learning Styles & Is Tailored to Intended Audience;
- Vendor is certified or self-certifies as a minority, women-owned or Baltimore-based and
- Cost effectiveness

Announcement

Initial funding decisions are expected to be announced by December 18, 2025 with quarterly updates thereafter.

GENERAL TERMS AND CONDITIONS

Training and Technical Assistance

Family League is committed to providing technical assistance and welcomes Funded Partner feedback.

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 ITP. Family League reserves the right to withdraw an offer prior to execution of a contract with a vendor at Family League's sole and absolute discretion.

Contract Terms

All Funded Partners must comply with all terms and conditions indicated in their contract. A Scope of Work with details about specific deliverables and requirements will be included in the contract.

Additional Funder Conditions

Any additional terms and conditions imposed by funders following the release of this ITP shall become a part of the contract, including its Scope of Work, between the Funded Partner and Family League.

Initial Key Dates and Deadlines

KEY DATE	ACTIVITY
September 22, 2025	ITP posted
September 29, 2025	Pre-proposal Conference
September 29, 2025	Deadline to Submit Questions
October 3, 2025	Q&A Posted to Family League website
October 17, 2025	Submission deadline (by 4:00 pm)
October 20 - 24, 2025	Technical Review
October 27 - 30, 2025	Opportunity to Cure

November 3 - December 17, 2025	External and Internal Review Processes
December 18, 2025	Determination Notices