

QUALITY



**FY26 Out-of-School Time External Assessor RFQ**  
**Pre-Proposal Conference**  
**September 29, 2025**

**FAMILY LEAGUE**  
OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

# Agenda



- Welcome and Introductions
- What is an RFQ?
- Out-of-School Time at Family League
- Purpose & Priority Areas
- Overview of YPQI & External Assessment
- External Assessor Role & Training
- Eligibility, Compensation & Commitment
- Application & Selection Process
- Timeline & CAB Discussion

# What is a Request for Proposals (RFQ)?



- A **Request for Qualifications** (RFQ) is a formal recruitment process that seeks to identify qualified organizations or individuals to perform a specific project or task as identified in the respective RFQ.
- This RFQ is for **External Assessors** for our Out-of-School Time programming.

# Youth Development Team



**Deyara Morris Burns**  
*Program Director of  
Youth Development*



**Reginald Grant, Jr.**  
*Youth Development  
Specialist*



**Kalilah Harried**  
*Youth Development  
Specialist*



**Kirsten Moore**  
*Youth Development  
Specialist*

# Youth Development Team



**Krystian Thomas**  
*Youth Development Quality  
AmeriCorps VISTA*

Your point of contact for all things related to Weikart Quality including:

☐ **External Assessments**

- ☐ Scheduling
- ☐ Uploading your EA Scores to INSIGHT

☐ **Self-Assessments**

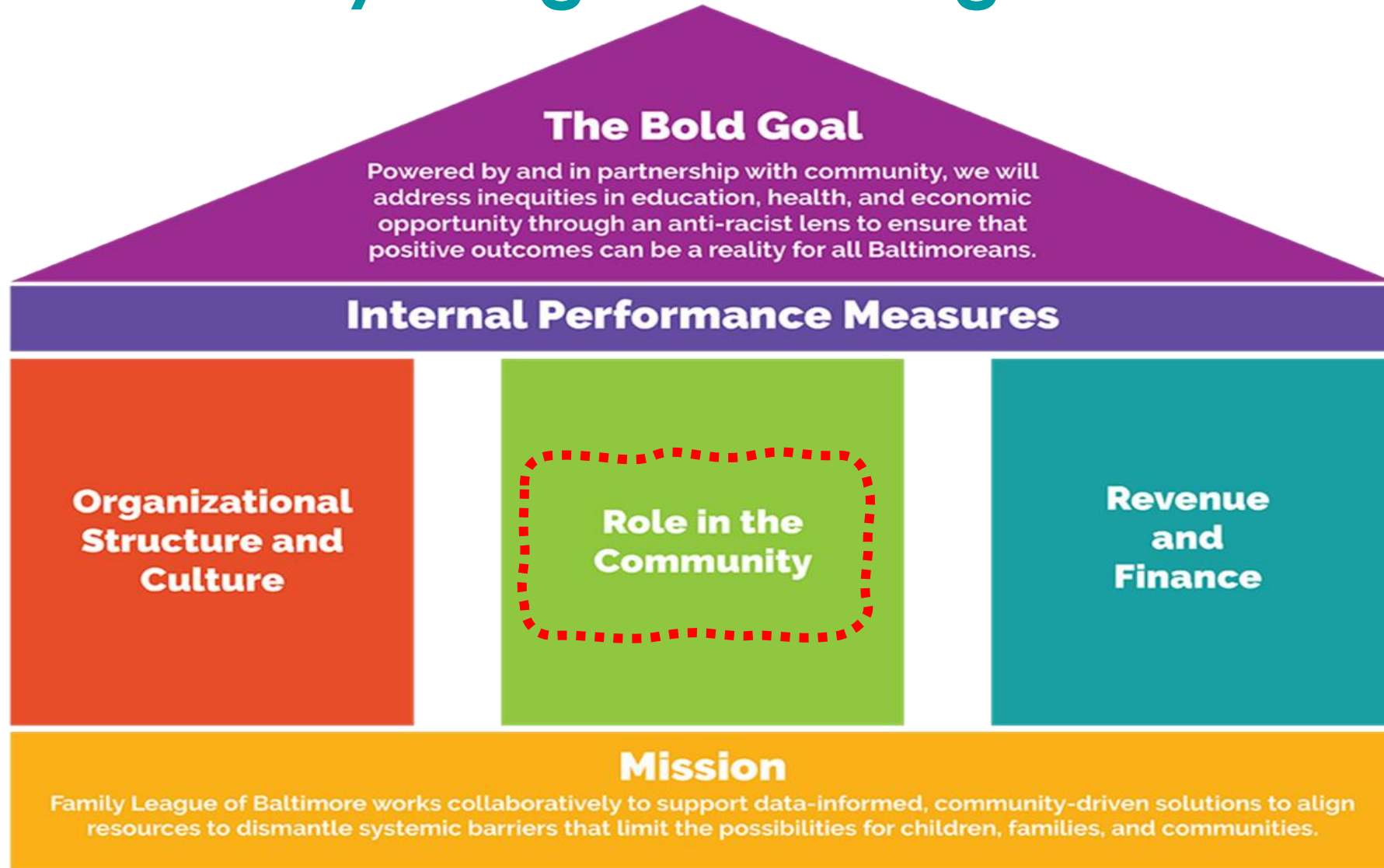
- ☐ Ensuring Site Completion
- ☐ Uploading your completed SA to INSIGHT

☐ **Program Improvement Plans (PIPs)**

- ☐ Ensuring Completion
- ☐ Uploading your completed PIP to INSIGHT



# Family League's Strategic Plan



# Community Schools & Out of School Time (OST)



**The Community School (CS) Strategy** – The CS Strategy is a multidisciplinary strategy to promote **student and community success**. The purpose of the Community School Strategy is to ensure all students In Baltimore City Public Schools are learning and succeeding through an integrated focus on academics, health and social services, child and community development, college and career readiness, family and community engagement. The CS Strategy is **an evidence-based approach** to addressing inequities in areas of concentrated poverty. All stakeholders come together to build relationships and power to challenge systems that perpetuate inequities, while creating positive school climates that facilitate learning, growth, and strong, vibrant families and communities.

**Out of School Time (OST)** - OST is a program providing before, after-school, weekend, and/or summer **learning opportunities** for children at a Community School that uses a **youth development lens to enhance the core academic program** of the Community School and is aligned with classroom learning.

# Purpose of this Investment - Why and How



## Why We're Making This Investment

- To build a **trusted pool of local professionals** who are trained to observe and assess youth programs using nationally validated tools.
- To deepen Baltimore's capacity for **evidence-based decision-making** in youth development.
- To ensure that **every youth** in an OST program is met with a safe, supportive, and engaging environment.

## How External Assessors Help

- They provide **independent, research-quality observations** that are consistent, objective, and rooted in training.
- They assess programs using the **School-Age PQA** or **Youth PQA**—tools developed by the Weikart Center.
- They support Family League's work with OST sites by offering **unbiased insight** into how staff interact with youth.



# Purpose of this Investment - Why It Matters



## Why It's Needed (Beyond Self-Assessment)

- Self-assessments are powerful but can include bias or blind spots.
- External assessments provide a **mirror**—allowing sites to see their strengths and growth areas more clearly.
- This helps sites build more effective **Program Improvement Plans (PIPs)** based on authentic, observed data.

## Why It Matters for Family League

- Helps Family League fulfill its role as Baltimore City's **Network Lead** in youth quality improvement.
- Ensures compliance with **local, state, and federal funding requirements** for quality monitoring.
- Advances FLB's mission of equity, accountability, and excellence in youth-serving spaces.

# Priority Areas – Program Quality Foundations



These are the **core domains** that External Assessors look for when observing youth programs using the PQA tools:

- **Safety**
  - Youth feel **physically safe** (secure spaces, proper supervision, clean environments)
  - Youth feel **emotionally safe** (free from bullying, respected by peers and adults)
  - Safety is a foundation that allows learning and engagement to happen
- **Support**
  - Staff provide guidance, encouragement, and structure
  - Adults help youth develop **skills**, solve problems, and manage emotions
  - Staff build relationships rooted in **trust and responsiveness**
- **Interaction**
  - Youth are encouraged to **collaborate**, support one another, and resolve conflicts
  - Programs promote **belonging**, inclusion, and healthy peer culture
  - Positive relationships between youth and staff are visible and strong

# Priority Areas – Engagement and Equity



## Engagement

- Youth are given opportunities to **make choices**, take leadership roles, and reflect
- Activities are **active**, not passive—youth are participants, not just observers
- Staff encourage curiosity, exploration, and youth voice

## Equity

- Family League is committed to **equitable evaluation** practices
- External Assessors should reflect the **diversity** of Baltimore's communities
- Assessors are trained in **cultural humility**, to avoid bias and promote fairness
- Quality looks different in different contexts—assessors are trained to recognize and respect that

# David P. Weikart Center for Youth Program Quality Overview



**Overview:** Young people thrive when they feel **safe** and **supported**. The Weikart Center, integral to the Forum's mission, empowers out-of-school time (OST) systems to create environments crucial for youth development.

## Key Points:

- **Safety and Support**: Weikart's pyramid of program quality, backed by extensive research, prioritizes building safe and supportive spaces as the foundational step for quality improvement.
- **Interactive and Engaging**: Building on safety and support, the center focuses on creating environments that are both interactive and engaging to enhance skill development and achieve higher-order goals.

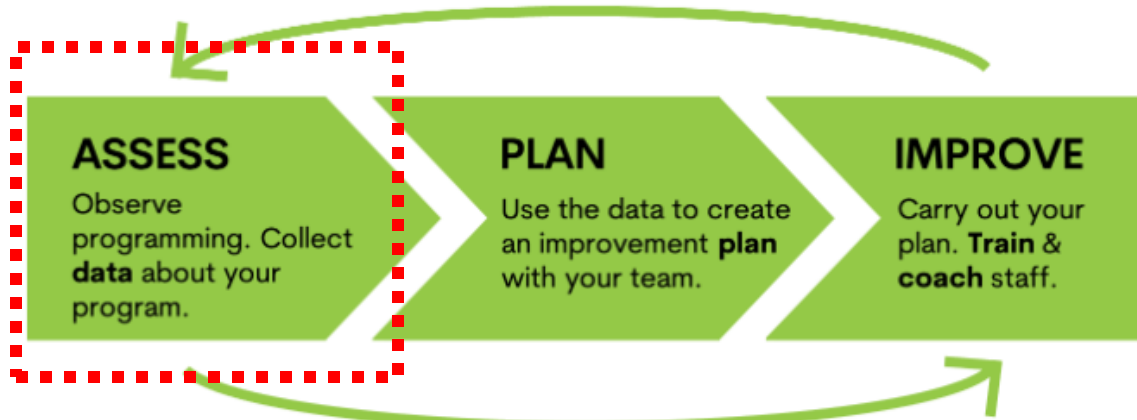
## Youth Program Quality Improvement (YPQI):

- Harnessing research and practitioner experience, YPQI customizes evidence-based materials for diverse programs.
- Adaptable to any program type, size, or setting, YPQI fosters a positive culture of continuous improvement.

## Resources:

Data-driven tools and expert trainings empower leaders for positive youth development and Social-Emotional Learning (SEL), fostering continuous improvement for both staff and young people.

# YPQI Sequence





# Quality Framework – YPQI Overview



All Funded Partners must implement the **YPQI model** developed by the **Weikart Center**, which strengthens OST programming through **reflection, assessment, and improvement**. The process ensures safe, supportive, engaging environments while building staff capacity.

## Key Deliverables & Expectations:

### Quality Improvement Team (QIT)

- Meets **quarterly** to assess and improve quality
- Led by **OST Site Manager**; includes **Frontline Staff, Community School Coordinator, school staff, families and partners**

### YPQA Basics Training (Annual)

- **New SMs: 6 hrs | Returning SMs: 3 hrs | Frontline Staff: 2 hrs**

# Quality Framework – YPQI Overview



## Self-Assessment

- Annual internal quality review using the **YPQA tool**
- Data submitted via **Scores Reporter** (Weikart's online platform)
- Led by **Site Manager**; includes **Frontline Staff** participation
- Site Managers must attend **Scores Reporter Workshop**

## External Assessment

- Conducted by a certified assessor **once per year**
- **Site Manager** schedules, supports, and attends
- Rescheduling must be submitted **24+ hours in advance**

## Program Improvement Plan (PIP)

- Informed by self + external assessments
- Developed during **PIP Workshop**
- Participants: **Site Manager** (leads), **Frontline Staff** (contribute), **Lead Agency** (supports)

# What Makes External Assessment Different?



- **Self-Assessment:** Staff score their own program using the PQA
- **External Assessment:** Trained outsiders observe a session and score it objectively
- External assessors go through a **rigorous training process (EART)** to align with Weikart's expert raters
- This ensures **consistency, objectivity, and reliability** across assessors
- Helps programs identify growth areas they might not see on their own



# External Assessor Responsibilities

## Assessors must:

- Complete a Conflict of Interest Form and Non-disclosure Agreement **prior to starting any work on this project.**
- Participate in all required trainings and coaching
- Conduct up to approximately **10 site visits** across Baltimore OST sites
- Objectively observe one full program offering (45–90 min)
- Submit timely, complete PQA assessments with written evidence Submit timely, complete PQA assessments with written
- Attend kickoff and closeout meetings
- Work closely with Family League’s **AmeriCorps VISTA** for mentoring and onboarding; and
- Maintain professionalism, neutrality, and discretion



# Training & Certification

To serve as an External Assessor, individuals must complete two required trainings:

- **Step 1: PQA Basics Training** (prerequisite)
    - Introductory training for site and assessor staff
    - Teaches the core components of the **Youth Program Quality Intervention (YPQI)**
    - Trains participants on how to use the **PQA tool**
    - Prepares assessors to understand how sites conduct **self-assessments**
    - Required **before** enrolling in EART
  - **Step 2: EART – External Assessor Reliability Training**
    - Multi-day session with scoring exercises
    - Participants must score **80% or higher** in reliability
    - Certified assessors receive an **endorsement letter valid for 2 years**
    - Renewal required every other year (vs. annually in the past)
    - Assessors will be notified by email when eligible for renewal
- 
- **Training is covered upfront** by Family League
  - Costs are **recouped** through the first few completed assessments



# Compensation & Benefits



- \$300 per completed and approved assessment
- Covers observation time, documentation, travel, and scoring
- Become certified in a nationally respected tool
- Help shape program improvement across Baltimore City
- Gain visibility and experience in youth quality systems



## Applicant Eligibility & Requirements

- Applicants must respond completely to all application questions in the Grants Management System; uploading only a proposal document is not acceptable.
- **Businesses** must be in “Good Standing” with the State of Maryland and provide a PDF copy of the Certificate of Good Standing **dated within the past 30 days**. Screenshots of the State Department of Assessment and Taxation will not be accepted.
- **Individuals and sole proprietors** must submit their completed 2024 tax return in place of the Certificate of Good Standing.
- Current and/or past partners must be in Good Standing with Family League of Baltimore.
- Applicants are strongly recommended to upload their resumes in the Grants Management System.

# Submission Requirements



Applicants are required to submit Applications through **FUNDINGtrack**, Family League's online grants management system accessible through <https://flb.fluxx.io>

Applicants must be registered in **FUNDINGtrack**.

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

# Review and Selection Process



## Technical Review and Cure Period

Once the application period closes, each application undergoes a **Technical Review**, during which the Grants & Contracts Team ensures that the application is complete, all required documents have been submitted, and that the documents are acceptable (e.g., correct document, dated appropriately, etc.)

- If there are no issues with the application, it moves to **External Review**;
- If there are issues with the application (e.g., incomplete responses, missing documents, unacceptable documents, etc.), applicants are notified via email that they have the opportunity to "**Cure**" the application. All issues must be resolved by the deadline provided or the application will not move to External Review.
- No extensions are possible for the Opportunity to Cure.

# Review and Selection Process (cont.)



## External Review

Once the application passes Technical Review, it undergoes **External Review** by Family League's Community Advisory Board (CAB), a group of community members from diverse geographical areas and backgrounds. This group has been well-briefed on the procurement and has actively participated in the process throughout the planning process. Applications are reviewed and rated using a standardized scoring tool.

## Internal Review and Approvals

The CAB recommendations are further reviewed by members of Family League's Leadership and Senior Management Teams prior to final funding decisions.

## Determination Notices

Once funding decisions have been decided, all applicants will receive a **Determination Notice** indicating if they have been selected for funding.



# How to Access *FUNDINGtrack*



1

There's no place like...



2

<https://flb.fluxx.io>



3

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](mailto:support@familyleague.org)

443-423-0910

Please note that this system requires Chrome.

[Download Chrome](#)



Register



[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

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 & Create Password



## New User Information Inbox x



**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 help you get up to speed. To learn more about 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](mailto:support@familyleague.org) or give us a call at 443-423-0910, and we will be more than happy to assist you.

↩ Reply

➦ Forward

# Log in with credentials and navigate to Funding Opportunities

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

Organization Information

FLUXX

OF BALTIMORE

## 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

=====

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



# Technical Support



For assistance with issues while using **FUNDINGtrack**, contact the help desk, available between 8:30am and 4:30pm

Email [support@familyleague.org](mailto:support@familyleague.org) OR Call **443-423-0910**  
Always provide as many details of your issue as possible:

- Your name
- Brief description of issue
- Program type
- Organization
- Site/School
- Screenshots

➤ **Applications must be submitted by October 17, 2025, 4:00pm EST.**



# Review and Selection Process



Applications will be reviewed and scored by our Community Advisory Board, a group of community members from diverse geographical areas and backgrounds. This group has been well-briefed on the procurement and has actively participated in the process throughout the planning stages.

Applicant must respond to all questions, submit all required documentation, and demonstrate the ability to implement high-quality programming in alignment with requirements and priorities in this proposal.



# Scoring & Selection

- Applications scored using a **rubric aligned with RFQ goals**
- Criteria include:
  - Youth program experience
  - Tool familiarity
  - Bias awareness
  - Observation skills
  - Availability
- Bonus points for:
  - Baltimore residents
  - Minority- or woman/gender-diverse-led
  - Current PQA certifications
- Final decisions made via **consensus review panel**



# Timeline\*

DATE	DELIVERABLE
September 24, 2025	RFQ Released
October 21, 2025	Application Deadline
October 22 – October 30, 2025	Technical Review + Cure Period
October 31 – November 28, 2025	Application Review
December 8, 2025	Determination Notices
TBD	Orientation
TBD	Project Start



# FAQ Highlights

## **What if I've never done program evaluation?**

*No problem—training is provided. Strong observation skills are what matter.*

## **Do I need a degree?**

*No. We focus on relevant experience, not formal education.*

## **How long is each assessment?**

*Expect 2–3 hours including travel, observation, and scoring.*

## **Is this full-time work?**

*No. Assessors typically conduct 1–2 assessments per week.*

## **What is a “program offering”?**

*A structured youth activity that's at least 45 minutes long and facilitated by staff.*

# Questions?



**Answers to questions discussed at the pre-proposal conference will be posted on Family League's website at [www.familyleague.org/funding-opportunities](http://www.familyleague.org/funding-opportunities).**

**Additional questions can be submitted to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org).**