

FY26 External Assessor Request for Proposals

Questions and Answers

1. How do I submit my application?

All applications and required supplementary documentation must be submitted in Family League's grants management system FLUXX/FUNDINGtrack by the posted due date.

2. How do I obtain FUNDINGtrack credentials?

You can find detailed instructions on obtaining FUNDINGtrack credentials and completing your application in the Pre-Proposal Conference slide deck and video on the Funding Opportunities page of the Family League website:

<https://familyleague.org/funding-opportunities/>

If you are new to the system, please request your credentials as soon as possible to avoid processing delays that may prevent you from accessing and completing your applications.

3. Can I submit my application first and then the supplementary documentation?

No, all responses and required supplementary documentation must be submitted in the grants management system by the posted deadline.

4. What financial/administrative documents are required to apply for this opportunity?

For businesses, you must submit your Maryland Certificate of Good Standing dated within the past 30 days. You can obtain your Maryland Certificate of Good Standing via the State Department of Assessments and Taxation:

<https://dat.maryland.gov/businesses/pages/internet-certificate-of-status.aspx>. *Please note that only the actual certificate will be accepted; screenshots of the status page cannot be accepted.*

For individuals and sole proprietors, you must submit a copy of your completed 2024 tax return.

5. Are there any advantages to applying as a business versus an individual?

No, we are only calling out the differences in requirements for businesses versus individuals/sole proprietors. Additionally, when issuing the contract, if selected, it is essential that we know the official/legal name of the party to whom payment will be remitted, because they must match. Otherwise, payments will be delayed until such time as the contract is amended.

6. Is there a minimum or maximum number of evaluations:

There is no requirement for applying to the procurement; however, availability will be evaluated during the review process. The number of reviews per External Assessor will be dependent upon the number of approved applicants and individual availability.

7. Can a person be an OST instructor part of the week and conduct external evaluations of non-affiliated OST schools on other days, or is that a conflict?

If selected, you will need to complete a Conflict of Interest Form and a Non-disclosure agreement to ensure reviews assigned do not represent conflicts. Please check with your individual employers and/or human resources departments regarding their policies and procedures to ensure participation in this opportunity is permitted.

8. If we have active Funding Track accounts as a funded partner/organization, do we use that account or do we need a new profile?

If your existing credentials are tied to a Funded Partner, you must register for a new profile in your or your business' name.