FY27 Professional Development Invitation to Present
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 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.***

5. **Are we only able to view the full application and topics requested once we make our FUNDINGtrack account? Or, is there a way to see the application in another way?**
   The application is accessible only through the Grants Management System, FUNDINGtrack.

6. **If I have a resume for both my full-time job and a speaker resume for my business, which one should I submit?**
   You are welcome to submit both; however, please submit at least the speaker resume.

7. **Is a resume required for businesses?**

No, but resumes are highly recommended as they speak to your credentials to provide high-quality professional development on the topic(s) of your proposed workshop(s).

8. **Will trainings/workshops that are approved for delivery to the Family League's funded partners and other community based orgs be the proprietary property of the Family League or the presenter/training developer?**
Your workshops remain your intellectual property. We do sometimes request slides or handouts for our partners, but that is on a case-by-case basis.

9. **Confirming we can submit up to 10 applications for 10 different workshops/titles?**
This is correct.

10. **If approved through this RFP are we approved for multiple years or only one year?**
The purpose of this procurement is to create a list of approved vendors/workshops; it, in no way, guarantees a contract with Family League. If you do ultimately receive a contract, it will be valid through June 30, 2026. And, if there is need or desire to have additional presentations in FY28 (July 1, 2027 – June 30, 2028), we do have the option to renew.

11. **Is the Family League an approved Continuing Education sponsor with any Boards (social work, prof counselors)?**
We are not at this time; however, we are working on it.

12. **If approved for this opportunity, is there an idea of how many training requests a trainer would receive per year? Also is there a set amount of reimbursement that a trainer would receive per training?**
The purpose of this procurement is to create a list of approved vendors/workshops; it, in no way, guarantees a contract with Family League. If the applicant ultimately receives a contract, the number and scheduling of workshops will be based on a variety of factors including, but not limited to, identified Family League needs, the annual Professional Development calendar, and participant feedback. Your pricing should be included in the application responses.

13. **Is this RFP inclusive of community school coordinator PD or only for other grantee PDs?**
This opportunity is open to all Professional Development providers and workshops.

14. **If we have been hired to lead CSC training in the past can we only be hired moving forward if we complete this ITP?**
For future workshops, you must complete this Request for Qualifications.

15. **What does "track record" mean to be included in the Workshop Proposal section- Is it by workshop or the organization as a whole?**

In general, we are referencing your individual or organizational track record in designing, planning, and implementing professional development. You are welcome to include any additional detail you see fit.

16. **For "target audience" - who do you anticipate being the audience you will advertise to for sessions? We can tier sessions based on experience and customize sessions for specific audiences.**
Youth-development workshop offerings are provided to those respective partners. Other workshops are added to our Professional Development Calendar.

17. **Can Universities apply?**
Yes; however, if the application is in the University's name, then, if selected, the Professional Services Agreement will be issued to the University. If a specific individual from the university will be completing the training and accepting payment as an individual, they should not apply under the organization's name.

18. **Do you have guidance on the audience?**
Our typical sessions are for approximately 30 participants and last 90-minutes; however there are no audience/duration thresholds for this application. When completing the application, please enter the standard duration and pricing; there is also a question regarding your ability to customize the duration of the workshop, including, any prorated prices. Be sure to include that information, as applicable.