



**INVITATION TO PRESENT (ITP)**

**UNIVERSAL PROFESSIONAL DEVELOPMENT**

**DATE OF ISSUE: April 16, 2026**

**DEADLINE: May 13, 2026**

## 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 careful stewards of public and private funds, Family League strategically braids resources to maximize impact and strengthen the systems that support Baltimore's children, youth, and families.

**For Fiscal Year 2027, Family League's Professional Development (PD) strategy is grounded in three core pillars:**

1. **Capacity Building:** Strengthening the operational, strategic, and technical competencies of Funded Partners to improve execution, collaboration, and measurable outcomes.
2. **Wellness and Leadership Development:** Supporting the well-being, resilience, and leadership capacity of professionals to sustain effective practice and foster healthy organizational cultures.
3. **Evidence-Based and Best Practices:** Promoting the use of research informed strategies, data-driven decision-making, and proven frameworks to enhance quality, accountability, and continuous improvement.

Within Community Schools, this strategy is further operationalized through the FY26-FY27 theme of Ways of Working (WOW). WOW defines the shared methods, processes, expectations, and practices that guide how stakeholders collaborate, communicate, utilize tools and technologies, aligned to frameworks, measure performance, and engage in continuous improvement. As Community Schools continue to establish collective Ways of Working, this ensures clarity, consistency, efficiency and effectiveness across sites and partners.

Through this Invitation to Present (ITP), Family League seeks experienced facilitators who can design and deliver high-quality professional development experiences that align with these strategic pillars and, where applicable, strengthen shared Ways of Working to advance outcomes for youth, families and communities in Baltimore.

## 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 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.

### **Application Components**

#### **Workshop Information:**

Applicants must respond to all application questions to provide:

- Track Record
- Workshop topic and title
- Target audience
- Clear and concise learning objectives
- Description of interactive activities
- Methodologies including adult and diverse learning theories used in the training
- Cost

### **Training Session Delivery:**

Applicants must demonstrate their ability to deliver engaging and interactive training sessions. Sessions should be tailored to the designated audience-level and aligned with recognized standards, models, and competencies and the Community Schools Ways of Working (WOW) framework where applicable.

**Differentiation Strategies:** Applicants 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.

The application should:

- Include responses fully to all application questions and
- Include Certificate of Good Standing with the State of Maryland (if a business)

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 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.

**If you are an individual working with an existing Family League Funded Partner, but you are applying to offer the workshop and be paid as an independent individual, you MUST obtain personal FUNDINGtrack credentials and complete your application using those credentials and NOT those of the organization.**

## 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](mailto: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 **April 21, 2026**. The meeting can be accessed via Zoom:

Topic: FY27 Professional Development Invitation to Present: Pre-proposal Conference

Time: Apr 21, 2026 03:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/89098523992>

Meeting ID: 890 9852 3992

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One tap mobile

+13017158592,,89098523992# US (Washington DC)

+14703812552,,89098523992# US (Atlanta)

Join instructions

[https://familyleague-](https://familyleague-org.zoom.us/join)

[org.zoom.us/join](https://familyleague-org.zoom.us/join)

[org.zoom.us/meetings/89098523992/invitations?signature=CTIOfAhsomCdZhrd8S-XJuiwZgv8SzUxcVPaZT2mtJk](https://familyleague-org.zoom.us/join)

Applicants can submit their questions to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org) through **April 21, 2026**. A Question & Answer document will be posted on the Family League website ([www.familyleague.org](http://www.familyleague.org)) on **April 22, 2026**.

## REVIEW AND SELECTION PROCESS

### Review Panel

Proposals will be reviewed and rated by Family League's Community Advisory Board (CAB). 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. Strategic Alignment to the [FY27 Professional Development Pillars](#)
  - a. Capacity Building
  - b. Wellness & Leadership Development
  - c. Evidence-Based & Best Practices
2. Alignment to [FY27 Ways of Working \(WOW\)](#), as applicable
  - a. For Community School- focused sessions, the proposal demonstrates how the training strengthens shared Ways of Working (WOW), including process and procedures, methodologies and frameworks, tools and technologies, communication and collaboration practices, performance metrics, and/ or continuous improvement structures.
3. Applicant Tract Record and Experience
  - a. The applicant demonstrates relevant expertise, past performance, measurable outcomes (if available), and experience delivering high-quality professional development to similar audiences.
4. Clear and Measurable Learning Outcomes
  - a. Objectives are specific, concise, and describe tangible skills or knowledge participants will gain.
5. Adult Learning Theory & Engagement

- a. The proposal embeds adult learning principals and demonstrates interactive, differentiated strategies appropriate for diverse experience levels (e.g., beginner, intermediate, advanced)
6. Accommodation of Diverse Learning Styles & Equity Lens
  - a. The training incorporates inclusive practices and demonstrates an understanding of equity-centered facilitation.
7. Cost Effectiveness & Value
  - a. The cost is reasonable for duration, depth, audience size, customization, and facilitator expertise.
8. Commitment to Equity in Procurement
  - a. Preference may be given to vendors who are Baltimore City based, certified minority-or women-owned business, and/or historically underrepresented enterprises, consistent with Family League’s equity goals.

#### Announcement

Determination Notices are expected to be issued on **August 5, 2026**.

## 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

<b>KEY DATE</b>	<b>ACTIVITY</b>
April 16, 2026	ITP posted
April 21, 2026	Pre-proposal Conference
April 21, 2026	Deadline to Submit Questions
April 23, 2026	Q&A Posted to Family League website
May 13, 2026	Submission deadline (by 4:00 pm)
May 14 – 27, 2026	Technical Reviews
June 3, 2026	Opportunity to Cure
June 4 – August 4, 2026	External and Internal Review Processes
August 5, 2026	Determination Notices