



REQUEST FOR QUALIFICATIONS (RFQ):
FY27 Peer Capacity Builders

DATE OF ISSUE: June 24, 2026
DEADLINE: July 21, 2026

INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. Family League's mission statement is: *Family League works collaboratively to support data-informed, community-driven solutions that align resources to dismantle systemic barriers that limit the possibilities for children, families, and communities.*

Family League's work seeks to dismantle systemic barriers that limit the possibilities for children, families, and communities. We focus on four priority Results Areas: Cradle to Career Education, Healthy Families, Economically Secure Families, and Safe and Thriving Families.

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.

DEFINITIONS

- **Capacity Building** - Strengthening the operational, strategic, and technical competencies of participants to improve execution, collaboration, and measurable outcomes
- **Experiential Learning** – Involves learning through a hands-on approach that allows participants to engage in real-world experiences, fostering deeper understanding (e.g., stretch assignments, shadowing, etc.).
- **Formal Learning** - Involves a traditional, structured, instructor-led process that includes clearly defined objectives and outcomes and, where applicable, aligns to adult learning theory (e.g., self-paced courses, webinars, in-person and virtual workshops, etc.).
- **Funded Partner** – Community-based organization or entity that receives Family League funding to implement programs and projects (e.g., grantee).
- **Peer Capacity Builders** - Current Family League Funded Partners who have been selected through a formal procurement process to lead diverse, quality capacity-building experiences for their peers
- **Social Learning** - Includes acquiring knowledge and skills through social interactions with others (e.g., professional learning communities, site visits, mentoring, panels, co-facilitation, etc.)
- **Subject Matter Expertise** - Deep knowledge and specialized/extensive skills and experience in a specific field, enabling an individual to provide guidance, solve complex problems, and ensure accuracy in their area of specialization. Individuals with this

expertise are often called **Subject Matter Experts (SMEs)** and are recognized as authorities in their field, typically through education, professional licensure, and/or years of practical experience.

PROGRAM OVERVIEW: Professional Development

Family League is dedicated to providing high-quality capacity-building opportunities to its Funded Partners and the broader community, ensuring alignment with established industry standards, competencies, and models, as well as addressing identified needs. Family League utilizes a variety of learning structures, including formal learning, social learning, and experiential learning, within its professional development initiatives. For Fiscal Year 2027, Family League’s Professional Development strategy is anchored in three core pillars: capacity building to support positive outcomes, wellness and leadership, and the implementation of evidence-based and best practices.

PROJECT DESCRIPTION: Capacity Building

To support the needs of our Funded Partners, we envision diverse peer learning opportunities that develop skills and confidence, improve quality, consistency boost engagement, enhances leadership, and more.

Through this opportunity, we seek to partner with existing Family League Funded Partners who design and deliver high-quality professional development experiences for their peers. These experiences will align with recognized industry models and competencies and address Funded Partner needs. By strategically partnering with current Funded Partners for professional development, we aim to further strengthen the overall professional development process and foster enhanced communication, collaboration, knowledge sharing, and skill development.

This request presents an exceptional opportunity to contribute to the professional growth and effectiveness of other Funded Partners who are dedicated to achieving positive outcomes for youth, families, and communities in Baltimore. We encourage existing Funded Partners to share expertise and innovative practices to create a lasting impact.

To adequately support the needs of our Funded Partners, we envision offering a variety of peer learning opportunities intended to build capacity. They include:

Formal Learning Opportunities

If you are interested in planning and implementing differentiated, formal in-person or virtual training for diverse stakeholders that is structured, aligns with Adult Learning Theory, best practices, and is designed to develop specific skills, knowledge, and competencies, please visit our [Funding Opportunities Page](#) for future Invitation to Present (ITP) opportunities.

Social Learning Opportunities:

- 1) **Professional Learning Communities (PLC) Lead** – A PLC is a collaborative structure that meets, at a minimum one hour quarterly, and involves peers coming together to improve

practice, and meet expected outcomes. PLCs are used to foster continuous learning, learning peer support, and shared problem solving. The lead plays a pivotal role in collaboration and continuous improvement in the group. The Lead will facilitate regular meetings, guide discussions, and help set collective goals for success. In addition, PLC leads support team members by sharing resources, monitoring progress, and encouraging reflective practice to enhance learning within the community.

- 2) **Fireside Chat Subject Matter Expert** – The fire side chat is a powerful tool for sharing knowledge, inspiring professionals and fostering meaningful conversations. This can be done in a panel format but is generally done one-to-one. Unlike traditional presentations, they focus on informal engagement and insightful discussions between a moderator and an expert. They generally last 30 – 90 minutes.
- 3) **Moderator** - The moderator manages live capacity-building discussions (e.g., panels, fireside chats) to ensure interactions remain on-topic and compliant with established norms. A moderator supports positive engagement, keeps time, introduces speakers, and performs other related duties. Moderators typically manage 1-2 hour activities (e.g., moderating a panel or a fireside chat).
- 4) **Panelist** - A panelist supports peer learning by engaging in a panel and facilitating meaningful discussions through sharing relevant expertise. A panelist actively listens to questions and comments, provides clear and constructive feedback, and helps create an inclusive environment where diverse perspectives are valued. Additionally, a panelist is expected to promote critical thinking, inspire curiosity, and guide learners towards useful resources or further exploration. Panels generally last about one hour and are embedded into the Funded Partner trainings (e.g. Summer or Fall Institute, Bimonthlies etc.).
- 5) **Peer Mentor** - A Peer Mentor provides guidance, support, and advice to help their peer grow professionally and/or personally. Mentoring commitments generally at least 1-2 hours per month for one year. The Peer Mentor shares their experience, offers constructive feedback, and encourages their mentee to build confidence and develop new skills. Mentors often serve as role models, helping mentees navigate challenges and make informed decisions.
- 6) **Seminar Lead** - A seminar is a structured educational or professional forum in which a group examines a specific topic through facilitated discussion, study, and collaborative learning, typically guided by a lead who is a subject-matter expert. Seminars emphasize active participation, inquiry, and the exchange of ideas. A seminar may be facilitated by one individual or co-facilitated by two or more individuals who share leadership responsibilities, alternate roles, or operate in a lead-and-support model. Facilitators may also support peer group activities, contribute additional perspectives or expertise, and engage participants to promote an interactive and effective learning environment by guiding discussion, responding to questions, and supporting the overall flow and success

of the Funded Partner workshop. Seminars typically range from 60 to 180 minutes in duration.

- 7) **Guest/Keynote Speaker** – Guest/Keynote Speakers bring informal, high-level messaging designed to inspire, motivate, and set the tone for an event. Speakers bring valuable insights, industry trends, subject matter expertise, key takeaways, and more. Keynotes are generally 30 – 90 minutes and take place during a larger professional development event (e.g., Fall or Summer Institute).

Experiential Learning Opportunities

- 1) **Resource Fair Lead** - A Resource Fair Lead is responsible for organizing and coordinating a Resource Fair event, which brings together various community-based organizations and/or service providers who will share free and low-cost resources that support youth, families and communities. The Lead supports a small team, manages logistics, communicates with participating groups, oversees event setup, and ensures everything runs smoothly during the fair. They also often handle promotion and follow-up activities to maximize the impact of the event. Resource Fairs are typically held once annually as a component of a larger Funded Partner event (e.g., Fall or Summer Institute). Resource Fair Leads contribute an average of 15 - 20 hours per Resource Fair.
- 2) **Resource Fair Planning Team** - A Resource Fair Planning Team is responsible for organizing and coordinating all aspects of a Resource Fair event. Their duties typically include selecting a suitable venue, inviting relevant organizations and vendors, scheduling activities, developing promotional materials, and ensuring logistical arrangements such as equipment setup and attendee registration. The team works collaboratively to create an engaging and informative experience, aiming to connect participants with valuable resources and support services available in the community. Resource Fairs are typically held annually as a component of a larger Funded Partner event (e.g., Fall or Summer Institute). Resource Fair Leads contribute an average of 10 – 15 hours per Resource Fair.
- 3) **Shadowing Lead** - A Shadowing Lead plays a crucial role in capacity building by guiding less experienced team members through hands-on learning and observation. They provide mentorship, share best practices, and offer constructive feedback, which helps build skills and confidence. By facilitating knowledge transfer and modelling effective behaviors, the Shadowing Lead contributes to a stronger, more capable workforce. Shadowing Leads typically provide opportunities no more than 3 times per year in 1-2 hour increments.
- 4) **Peer Site Visit Lead** – A Site Visit Lead plans and implements a site visit for peers to observe practices, structures, and strategies in action. Participants engage in guided observation, ask questions, and reflect on how observed practices can be adapted to their own sites. These visits typically last 1–2 hours and may occur up to 2–3 times per year. The goal is to support peer learning, promote the sharing of best practices, and

strengthen overall program quality across sites.

- 5) **Capacity Building Advisory Group** – This small group meets no more than one hour quarterly and works in collaboration with Family League to support the planning, implementation, and oversight of Funded Partner professional development. Deliverables, include participating in debriefs to support continuous improvement or participating in planning meetings to inform capacity building opportunities.

Benefits of Participating in this Opportunity

- **Building Skills and Knowledge** - Developing competencies is an essential part of both personal and professional growth. This peer learning opportunity builds skills to enhance abilities and gain valuable experience that contributes to overall development. Gaining work experience enables individuals to apply their competencies in real-world scenarios. As they encounter new challenges and responsibilities, they further refine their skills and expand their expertise.
- **Meaningful Impact** – This is a unique opportunity to directly contribute lived experience and knowledge to strengthen programs and build the competencies of peers in Baltimore.
- **Networking and Building Relationships** – Connect with and build relationships with a like-minded network of professionals committed to quality and successful outcomes for families, youth and communities in Baltimore.

Application Components

If you are an existing Family League Funded Partner, interested in this opportunity, we kindly request that you submit your application to this RFQ. Your application should be completed with concise and clear responses.

Note: In order to be considered for this opportunity, you must complete all questions of the application; uploading or emailing your proposal in place of responding fully is not acceptable.

Application components include:

- **Track Record** – Past performance that can be used as an indicator of likely future performance. A track record may include personal/work experience, data or evidence of results, achievements, awards, certifications, and so forth.
- **Skills & Competencies** – Competencies are a broader combination of skills, knowledge, and behaviors applied consistently to achieve effective results. Skills are learned abilities to perform specific tasks.
- **Motivation** – The “why” for applying for this capacity-building opportunity, including how it may support peers as well as personal and professional goals.

- **Approach** – The strategy for how you will meet the needs of diverse peers and demonstrate your ability to deliver engaging, quality capacity-building opportunities.

Applicants are strongly encouraged to upload their resume. A letter of support from the applicant's current leadership is not required, but a plus.

GRANT TERMS & APPLICANT ELIGIBILITY

The contract period for this grant is **July 1, 2026 – June 30, 2027**.

Compensation

Peer Capacity Builders will be paid \$50.00 per hour for completed capacity-building opportunities as outlined in their Scope of Work. Compensation will include approved costs for planning, implementation, and close-out deliverables and is inclusive of travel to sites (as applicable). *Family League will generally have standard professional development materials (e.g., markers, chart paper, audio-visual equipment, post-it notes, pens, paper, etc.) available for use for in-person Funded Partner opportunities.*

All payments will be made electronically, upon receipt and approval of invoices. Selected Peer Capacity Builders will be required to submit the following prior to agreement issuance:

- 2026 W-9
- Family League's Electronic Funds Transfer (EFT) Form
- Voided check/Bank letter confirming account information

Scope of Work

Please note that the opportunities listed in this RFQ include generalized scope requirements. If selected, Family League will clearly define scope details and final contract amounts with applicants before a formal contract is executed.

To apply, interested individuals or organizations must:

- Must be the employee of a current Family League Funded Partner (grantee);
- Respond fully and clearly to all questions and as applicable submit supplementary documentation by the posted deadline; and
- Inform employer leadership about applying for the peer learning opportunity to ensure transparency in the process and awareness of any potential professional development opportunities.

If selected for contracting, the applicant must:

- Adhere to the roles, responsibilities and requirements as detailed in this RFQ and Scope of Work included in the contract.
- As applicable participate in a planning meeting (projected 30 – 60 minutes) with Family League to facilitate quality capacity building and ensure alignment with identified needs.

Please be advised that obtaining approval through this opportunity does not constitute a guarantee for the initiation of a project or contract. Professional development and capacity-building opportunities are managed internally, and contingent upon available resources and other organizational considerations.

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 Invitation 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 Invitation, or to withdraw this Invitation at any time prior to the contract award. Family League shall not be bound by or liable under this Invitation 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.

If you are an individual working with an existing Family League Funded Partner, but you are applying to offer capacity building services 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 RFQ.

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 **July 1, 2026 at 11:00am EST**. The meeting can be accessed via Zoom:

Topic: FY27 Peer Capacity Builders RFQ Pre-Proposal Conference

Time: Jul 1, 2026 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/81586233430>

Meeting chat link

<https://familyleague-org.zoom.us/launch/jc/81586233430>

Meeting ID: 815 8623 3430

One tap mobile

+13017158592,,81586233430# US (Washington DC)

+14703812552,,81586233430# US (Atlanta)

Join by SIP

- 81586233430@zoomcrc.com

Join instructions

<https://familyleague-org.zoom.us/meetings/81586233430/invitations?signature=-vOLdUX1vcaOBRUtoIqeY4dDHDkwfbiVLapovMcbBf8>

Applicants should address questions to fundedpartnerships@familyleague.org no later than the close of business on **July 1, 2026**. The team will review these questions and post responses to the Family League website on **July 6, 2026**.

REVIEW AND SELECTION PROCESS

Review Panel

Family League staff will review and score proposals against a standard rubric. Reviewers will consider the selection criteria outlined in this RFQ: track record, skills and competencies, motivation, and approach.

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.

Selection Criteria

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

- Track Record
- Skills/Competencies
- Motivation

- Approach

Announcement

Decisions are expected to be announced by: **September 15, 2026** Based on approvals, contracting may be valid for one full calendar year from the decision announcement.

Please be advised that obtaining approval through this opportunity does not constitute a guarantee for the initiation of a project or contract. Professional development and capacity-building opportunities are managed internally and contingent upon available resources and other organizational considerations.

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 Invitation. 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 RFQ shall become a part of the contract, including its Scope of Work, between the Funded Partner and Family League.

Key Dates and Deadlines

DATE	TASK
June 24, 2026	RFQ Released
July 1, 2026	Question & Answer Deadline
July 1, 2026	Pre-proposal Conference
July 6, 2026	Q&A Posted on Website
July 21, 2026	Applications Due
July 22 – August 5, 2026	Technical Review & Cure Period
August 6 – September 9, 2026	Application Review
September 15, 2026	Determination Notices