



REQUEST FOR QUALIFICATIONS (RFQ):

Community Advisory Board Members

DATE OF ISSUE: May 20, 2026

APPLICATION DEADLINE: July 24, 2026

EXTENDED

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

- **Community Advisory Board (CAB):** A diverse group of community members that serve as liaisons between the public and an organization; CABs are a critical element of participatory grant-making.
- **Family League's Priority Results Areas:** 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.
- **Participatory Grant-making:** A form of granting that shifts decision-making power into the hands of the communities affected by them.
- **Procurement of Services:** The full-cycle process of sources services for an organization; this includes identifying the needed service, promoting the opportunity, accepting applications, making funding determinations, and contract issuance/execution.

PROJECT DESCRIPTION

Family League's Community Advisory Board (CAB), which is comprised of Baltimore City residents with diverse social, educational, and professional experience, is a critical component of the organization's participatory grantmaking. CAB Members are heavily involved in all of Family League's procurements including, but not limited to, reviewing and providing feedback on procurements and related documents, serving as external reviewers for funding applications, and making funding recommendations.

In addition to their role in procurements, CAB Members act as community ambassadors sharing information and resources with their networks. The CAB also participates in special projects such as Family League’s Community Health Needs Assessment.

Selected CAB Members will:

- Attend monthly CAB Meetings and required trainings;
- Review and provide feedback to pre-posting procurement documents;
- Review procurement applications, including
 - Completing individual application reviews;
 - Attending and actively participating in corresponding Consensus Meetings; and
 - Serving as Designated Reporter, providing formal CAB funding recommendations to the Director of Grants & Contracts; and
- Serve as Family League ambassadors in sharing opportunities and resources as requested.

GRANT TERMS & APPLICANT ELIGIBILITY

The contract period for this grant is **July 1, 2026 – June 30, 2028** with one 1-year option to renew. To apply, interested individuals must:

- Be Baltimore City residents;
- Respond fully to all questions; and
- Submit a resume¹ with two references, including contact information, by the posted deadline.

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 RFQ 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 copies, emailed copies, and late submissions will not be accepted. Furthermore, Family League reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFQ, or to withdraw this RFQ at any time prior to the contract award. Family League shall not be bound by or liable under this RFQ 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.

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 **May 27, 2026 at 1:00pm EST**. The meeting can be accessed via Zoom:

Topic: FY27 Community Advisory Board RFQ Pre-proposal Conference

Time: May 27, 2026 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/83420803625>

Meeting chat link

<https://familyleague-org.zoom.us/jc/83420803625>

Meeting ID: 834 2080 3625

One tap mobile

+13017158592,,83420803625# US (Washington DC)

+14702509358,,83420803625# US (Atlanta)

Join by SIP

- 83420803625@zoomcrc.com

Join instructions

[https://familyleague-](https://familyleague-org.zoom.us/meetings/83420803625/invitations?signature=qQG9KrX2nWYL4_XRZK4_yNs_jzrdjZszSaYj4b9PzO8)

[org.zoom.us/meetings/83420803625/invitations?signature=qQG9KrX2nWYL4_XRZK4_yNs_jzrdjZszSaYj4b9PzO8](https://familyleague-org.zoom.us/meetings/83420803625/invitations?signature=qQG9KrX2nWYL4_XRZK4_yNs_jzrdjZszSaYj4b9PzO8)

Applicants can submit their questions to fundedpartnerships@familyleague.org until **May 27, 2026**. Questions and answers received during the Pre-proposal Conference and via email will be posted on the Family League website (<https://familyleague.org/>) by **June 1, 2026**.

Payments

Selected CAB Members will be paid an hourly rate of \$25.00 for attending meetings and trainings, conducting document and application reviews, and other assigned tasks. Payments will be issued electronically and within 30 days of receipt and approval of monthly invoices. Family League will provide the invoice template upon contract execution.

REVIEW AND SELECTION PROCESS

Review Panel

Applications will be reviewed by Family League staff using a standardized Scoring Rubric.

Selection Criteria

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

- Commitment and availability;
- Past and current community involvement;
- Knowledge of and experience with Family League's priority Results Areas; and
- Writing skills.

Announcement

CAB Member decisions are expected to be announced by: **September 7, 2026.**

GENERAL TERMS AND CONDITIONS

Training and Technical Assistance

All selected CAB Members must complete training, at a minimum, on Family League's procurement process, procurement review requirements, and the Grants Management System (GMS).

Grant Award

The submission of an application does not, in any way, guarantee selection. Family League is not responsible for any costs incurred related to the preparation of a proposal in response to this RFQ. Family League reserves the right to withdraw an award prior to execution of an agreement with an awardee in Family League's sole and absolute discretion.

Contract Terms

All selected CAB Members must comply with all terms and conditions applicable to contracts executed by Family League. A Scope of Work with details about specific requirements of this opportunity will be included, if selected, in the Professional Services Agreement issued to the selected applicants.

The selected applicants will be required to submit the following financial documentation prior to contracting:

- 2026 W-9

- Electronic Funds Transfer Form
- Voided Check/Bank Letter

Additional Funder Conditions

Any additional terms and conditions imposed by funders following the release of this RFQ shall become a part of the contract between the Funded Partner and Family League.

Key Dates and Deadlines **EXTENDED**

DATE	TASK
May 20, 2026	RFQ Released
May 27, 2026	Question & Answer Deadline
May 27, 2026	Pre-proposal Conference
June 1, 2026	Q&A Posted on Website
July 24, 2026	Applications Due
July 27 – August 4, 2026	Technical Review & Cure Period
August 5 – September 4, 2026	Application Review, Recommendations, and Approvals
September 7, 2026	Determination Notices