



**FY27 Peer Capacity Builders
Request for Qualifications (RFQ)
Pre-Proposal Conference
July 1, 2026**



MAKING CONNECTIONS. IMPROVING LIVES.

Agenda



- Welcome and Introduction
- Family League Overview
- Professional Development Overview
- Purpose of this Investment
- Project Description
- Applicant Eligibility & Requirements
- Submission Requirements
- Review and Selection Process
- FUNDINGtrack Submission
- Timeline
- Q & A

Invest in Communities

*Family League invests in strategies and initiatives to create **lasting change** for children and families. To do this, we work with an array of program partners who seek to **transform communities and achieve sustainable impact**.*

- Family League of Baltimore **collaborates with key stakeholders** to support youth, families and communities across Baltimore City.
- Family League has been successful in **braiding resources together** to maximize the **impact** of each dollar invested in support of priority areas.
- Family League leverages resources to serve Baltimore's children, youth, and families through our participation as a **convener, implementation lead and collaborator**.

Family League LMB Portfolio Map

CRADLE TO CAREER EDUCATION

Initiatives

- Home Instruction for Parents of Preschool Youngsters (HIPPY)
- Community Schools and Out of School Time
- Thriving Youth Programs
- Professional Development

Collaboratives

- Baltimore School Climate Collaborative
- Baltimore Summer Funding Collaborative
- Baltimore City Early Childhood Advisory Council
- Baltimore City's Community Schools Steering Committee
- Maryland Coalition for Community Schools
- Baltimore City Wide Summer Coordination Meeting
- Maryland State Early Childhood Advisory Council

HEALTHY FAMILIES

Initiatives

- B'More for Healthy Babies (BHB)
- Youth Services Bureau
- Food Justice
- Family Recovery Program
- Local Care Team
- Professional Development

Collaboratives

- Fetal and Infant Mortality Review
- Child Fatality Review
- BHB Steering Committee
- BHB Community Advisory Board
- Baby Basics Coalition
- Food Policy and Action
- Maxwell Workgroup Committee
- Core Implementation Team for BHB
- Baltimore City Local Health Improvement Coalition (LHIC) Youth Engagement Subcommittee

ECONOMIC SECURE FAMILIES

Initiatives

- Family Stability
- Professional Development

Collaboratives

- Greater Baltimore Committee
- Certificate of Deposit Account Registry Service (CEDARS) Financial Institutions

SAFE AND THRIVING COMMUNITIES

Initiatives

- Adaptive Village
- Professional Development

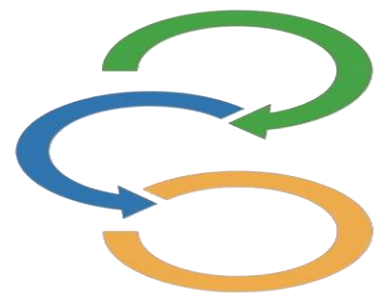
Collaboratives

- Morgan Center for Urban Health Equity
- Morgan State University Foundation
- Baltimore Summer Funding Collaborative
- Baltimore City Wide Summer Coordination Meeting



Professional Development at Family League

Family League provides no-cost training and resources to funded partners and the broader community:



- **Organizational Capacity Building:** Strengthening of organizational systems, practices and policies that enable effective programming and support high performing teams (*e.g., Fiscal Management, Staff Retention Practices, etc.*).
- **Program Capacity Building** – Strengthening of program quality and effectiveness to achieve measurable results (*e.g., Using Data to Build Strong Programs, Continuous Quality Improvement etc.*)
- **Individual Capacity Building** – Developing skills and competencies that support personal and professional growth of individuals (*e.g., Meeting Facilitation, Work-Life Balance etc.*).

Purpose of this Investment



Family League is committed to providing diverse high-quality **capacity building opportunities** that:

- Align with established industry standards/frameworks
- Align with recognized core competencies
- Address existing and emerging needs
- Tap into lived experience and subject matter expertise

We aim to collaborate with existing funded partners to build a comprehensive professional development plan that complements formal learning opportunities while also:

- Developing skills/promoting knowledge sharing
- Improving quality and effectiveness
- Increasing engagement
- Enhancing communication and collaboration
- Supporting leadership development and more...



Project Description



By strategically partnering with current funded partners for professional development we aim to create "**Peer Capacity Builders**" who will strengthen overall professional development through diverse **peer learning opportunities**.

We encourage existing Funded Partners to share their expertise and bring innovative approaches to create a lasting impact!

Peer Learning Opportunities



Social Learning Opportunities

- Professional Learning Communities (PLC) Lead
- Fireside Chat Subject Matter Expert
- Moderator/Panelist
- Capacity Building Advisory Group
- Peer Mentor
- Seminar Lead
- Guest/Keynote Speaker

Experiential Learning Opportunities

- Resource Fair Lead
- Resource Fair Planning Team
- Peer Shadowing Lead
- Peer Site Visit Lead

Why Apply For This Opportunity?



- **Building Skills and Knowledge** - Develop or strengthen competencies and gain valuable experiences.
- **Meaningful Impact** - Contribute lived experience and knowledge to strengthen programs and support peers.
- **Networking and Relationship Building** - Connect and deepen relationships with a like-minded network of professionals.

Peer Capacity Builders will be paid **\$50** per hour for completed peer learning opportunities.

Peer Learning Roles & Responsibilities



- Inform leadership.
- Adhere to the roles, responsibilities, and requirements as detailed in the RFQ as well as the Scope of Work in your contract.
- If selected for contracting, as applicable participate in a brief **planning meeting** (projected 30 – 60 minutes) with Family League.



Applicant Eligibility and Requirements

Applicants must:

- Be an employee of an **existing** Family League-funded partner (grantee);
- Respond fully and clearly to all questions and submit supplementary documentation by the posted deadline; and
- Inform their 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:

- Provide required financial forms for payment (W-9, Electronic Funds Transfer Form, cancelled check/bank letter);
- Adhere to the roles, responsibilities, and requirements as detailed in the RFQ, Professional Services Agreement (PSA) and corresponding Scope of Work.



Selection Criteria

- **Track Record** - refers to the past performances that can be used as an indicator of likely future performance.
- **Skills & Competencies:**
 - **Skills** - learned abilities to perform specific tasks well (often observable and teachable), such as facilitation ***“what you can do”***
 - **Competencies** - broader combination of skills, knowledge, and behaviors (and sometimes attitudes) applied consistently to achieve effective results in a role or context ***“how you do it to produce results”***
- **Motivation** - the clear and specific reason for doing something; "The WHY"
- **Approach** - a structured way to plan how the applicant will build skills, usually tied to expectations and measurable outcomes.
- *Optional Uploads: Resumes, Leadership Letter of Support, Certifications etc.*

Submission Requirements



- Applicants are required to submit Applications through **FUNDINGtrack**, Family League's online grants management system accessible through <https://flb.fluxx.io>
- Applicants must be registered in **FUNDINGtrack**.
- **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.**

Applicants are highly encouraged to register early!

Review and Selection Process



Technical Review and Cure Period

Once the application period closes, each application undergoes a **Technical Review**, during which the Grants & Contracts Team ensures that the application is complete, all required documents have been submitted, and that the documents are acceptable (e.g., correct document, dated appropriately, etc.)

- If there are no issues with the application, it moves to Internal **Internal Review**;
- If there are issues with the application (e.g., incomplete responses, missing documents, unacceptable documents, etc.), applicants are notified via email that they have the opportunity to "**Cure**" the application. All issues must be resolved by the deadline provided or the application will not move to External Review.
- No extensions are possible for the opportunity to Cure.

Review and Selection Process



Formal Review

Once the application passes Technical Review, it undergoes Internal **Internal Review** by Family League staff. Applications are reviewed and rated using a standardized scoring tool.

Internal Review and Approvals

Recommendations are further reviewed by members of Family League's Leadership and Senior Management Teams prior to final funding decisions.

Determination Notices

Once funding decisions have been decided, all applicants will receive a **Determination Notice** indicating if they have been selected for this opportunity.

How to Access *FUNDINGtrack*



1 There's no place like...



2 <https://flb.fluxx.io>



3

Welcome to Family League's *FUNDINGtrack*

Login Now:

Your Name

.....

Sign in

[Reset or create password](#)

Family League of Baltimore's *FUNDINGtrack* serves applicants and Funded Partners. New applicants can submit proposals Online through the portal. Existing Funded Partners can access active and closed contracts as well as create a new proposal.

Those applying for the first time will need to register by selecting "Register" below. Your login credentials are emailed to you following submission of the registration form. It is quick, easy, and only required once.

Applicants are encouraged to complete the registration process well in advance of submitting an application.

Questions or problems, contact us at:

support@familyleague.org

443-423-0910

Please note that this system requires Chrome.

[Download Chrome](#)

Register



[Privacy Policy](#) [Accessibility](#)

Complete Registration Form & Submit



Registration Form

Organization Information

Organization Name (Legal Name)

Organization Acronym

Organization Phone

Authorized Official Name

Authorized Official Title

Authorized Official Email Address

Website

Address 1

Address 2

City

Country

United States

State/Province

Postal Code (Zip)

Tax ID

Please enter the Federal Tax ID in the following format: XX-XXXXXXX

DUNS Number

Tax Class

Organization Operating Budget

Contact Person Information

Prefix

First Name

Last Name

Title

Work Phone

E-mail

Please note that all fields in **BOLD** are required.

Cancel

Submit Request



Welcome Email & Create Password



New User Information ▶ Inbox x



Family League FUNDINGtrack do-not-reply.grants07-us-east-1@fluxx.io via amazones.com
to me ▾

Welcome to Family League's Fundingtrack Grantee Portal!

To get started, please navigate directly to our website at <https://flb.fluxx.io> using Chrome and use the following credentials to access your account:

* User Name: [Your Username@email.com](#)

* Password Setup Link: <https://flb.fluxx.io/token/9656ed7fc422b3abc7111f2628d6534bd41d366629a4d7b02b>



As part of our onboarding process, we require ALL new users to undergo FUNDINGtrack training. This is an easy and informative 1 hour session to help you get started. For more information on one of our upcoming monthly training sessions, please follow the link to our [PD Calendar](#). If you need immediate training, we also offer personalized training sessions. For more information, please see [FUNDINGtrack Navigation - Partner Training](#).

Our dedicated support team is here to help. Reach out to us at support@familyleague.org or give us a call at 443-423-0910, and we will be more than happy to assist you.

↩ Reply

➦ Forward

Log in with credentials and navigate to Funding Opportunities

OF BALTIMORE

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INFORMATION ▾

Welcome

Funding Opportunities ←

APPLICATIONS ▾

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AWARDS ▾

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Program & Data

Scopes

Staffing & Background Checks

Administrative

Approved

ORGANIZATIONS ▾

Organization Information

Funding Opportunities

Invitation to Present (ITP) Application for Professional Development Facilitators

In the application, please be sure to select "2024" as the Fiscal Year. Save the application and then Edit to complete the process.

To view details of this Application, please go to: <https://familyleague.org/funding-opportunities/>

Please click here to proceed to the Invitation to Present (ITP) Application

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Request for Qualification (RFQ): Community Advisory Board (CAB) Consultant

In the application, please be sure to select "2024" as the Fiscal Year and "Community Advisory Board (CAB) Consultant" as the Program Type. Save the application and then Edit to complete the process.

To view details of this RFA, please go to: <https://familyleague.org/funding-opportunities/>

Please click here to proceed to the RFQ: Community Advisory Board (CAB) Consultant ←



Submission Assistance



For assistance with issues while using **FUNDINGtrack**, contact the help desk, available between 8:30am and 4:30pm

Email support@familyleague.org OR Call **443-423-0910** (please include fundedpartnerships@familyleague.org on all requests)

Always provide as many details of your issue as possible:

- Your name
- Brief description of issue
- Opportunity you are applying for
- Organization
- Screenshots

➤ **Applications and all required documentation must be submitted by July 21, 2026, 4:00pm EST.**



Timeline*

KEY DATE	ACTIVITY
June 24, 2026	RFP posted
July 1, 2026	Deadline to Submit Questions
July 1, 2026	Pre-proposal Conference
July 6, 2026	Q&A Posted to Family League website
July 21, 2026	Submission deadline (by 4:00 pm)
July 22 – August 5, 2026	Technical Review and Cure Period
August 6, 2026 – September 9, 2026	Application Reviews and Approvals
September 15, 2026	Determination Notices
TBD	Contract Term Start



Questions?

Answers to questions discussed at the pre-proposal conference will be posted on Family League's website at www.familyleague.org/funding-opportunities.

Additional questions can be submitted to fundedpartnerships@familyleague.org.