



REQUEST FOR QUALIFICATIONS (RFQ):

Program Quality Consultant

DATE OF ISSUE: July 22, 2026

DEADLINE: August 18, 2026, 4:00pm EST

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

For the purposes of this Request for Qualifications (RFQ), the following definitions apply:

- **External Assessment:** A formal observation conducted by a trained and reliable assessor using the School-Age or Youth Program Quality Assessment (PQA) tools to generate objective data regarding program quality and staff-youth interactions.
- **External Assessor Reliability Training (EART):** A required Weikart certification process designed to ensure accurate and reliable scoring of Program Quality Assessment (PQA) tools.
- **Out-of-School Time (OST):** Programming that occurs before school, after school, weekends, and/or summer and provides youth with academic, enrichment, social-emotional, recreational, and youth development opportunities.
- **Program Improvement Plan (PIP):** A structured quality improvement plan developed using assessment findings to identify goals, action steps, and continuous improvement strategies.
- **Program Quality Assessment (PQA):** Research-based observation tools developed by the David P. Weikart Center for Youth Program Quality to assess the quality of youth program environments and staff-youth interactions.
- **Program Quality Self-Assessment:** A reflective process in which OST program staff assess their own program quality using PQA tools to identify strengths and areas for growth.
- **School-Age Program Quality Assessment (School-Age PQA):** A version of the Program Quality Assessment designed for elementary and middle school-age youth programs.
- **Scores Reporter:** Weikart's online platform used for assessment tracking, scoring, reporting, and quality data management.
- **Summer Program Quality Assessment (Summer PQA):** An adaptation of the PQA process used to assess and support quality improvement in summer youth programming.
- **Youth Program Quality Assessment (Youth PQA):** A version of the Program Quality Assessment designed for middle school and high school-age youth programs.

- **Youth Program Quality Intervention (YPQI):** A continuous quality improvement model developed by the David P. Weikart Center for Youth Program Quality that utilizes assessment, reflection, planning, and professional development to strengthen youth program quality and improve youth outcomes.

PROGRAM OVERVIEW

Out-of-School Time (OST) programming is an integral component of Baltimore’s Community School Strategy. OST programming provides before-school, after-school, weekend, and summer learning opportunities for children and youth using a positive youth development framework that complements and enhances school-day learning.

Family League of Baltimore oversees a large portfolio of OST programs serving youth across Baltimore City through partnerships with schools, nonprofit organizations, and community-based providers.

To support high-quality programming and positive youth development outcomes, Family League implements the Weikart Center’s Youth Program Quality Intervention (YPQI) model across funded OST programs. The YPQI framework supports continuous quality improvement through assessment, reflection, planning, professional development, and data-informed improvement strategies.

Family League coordinates multiple components of the YPQI process, including:

- External Program Quality Assessments
- Program Quality Self-Assessments
- Program Improvement Plans (PIPs)
- Quality-focused professional development
- Continuous improvement planning and coaching supports

These efforts are supported through Weikart’s Scores Reporter system and are used to strengthen program quality, inform strategic planning, support funding advocacy, and improve youth outcomes across Baltimore’s OST portfolio.

PROJECT DESCRIPTION

Family League of Baltimore is seeking a Program Quality Consultant to support the coordination, implementation, and management of Weikart-related quality deliverables across Family League’s Out-of-School Time (OST) programming portfolio from November 1, 2026 through June 30, 2027.

The Program Quality Consultant will serve as a key operational support for Family League’s quality infrastructure and continuous quality improvement efforts connected to:

- External Program Quality Assessments
- Program Quality Self-Assessments
- Program Improvement Plans (PIPs)
- Summer Program Quality Assessment (PQA) planning and readiness activities
- Weikart professional development coordination
- Scores Reporter management and quality data tracking
- Special quality-related initiatives and projects, as applicable

The consultant will work closely with Family League staff, OST funded partners, and External Assessors to support implementation fidelity, operational coordination, communication, quality tracking, and continuous improvement activities across Baltimore City’s OST portfolio.

Family League anticipates a brief transition and overlap period between the temporary quality consultant engagement and the Program Quality Consultant role to support continuity of quality implementation activities.

The consultant role is anticipated to average approximately 20–25 hours per week throughout the contract period, though workload may fluctuate based on project deliverables and implementation timelines.

Roles & Responsibilities

The Program Quality Consultant will serve as a key operational support for Family League’s Weikart Youth Program Quality Intervention (YPQI) implementation and continuous quality improvement infrastructure across the OST portfolio.

The Program Quality Consultant will support the following activities:

Quality Coordination & Planning

- Support planning, implementation, and management of Weikart-related quality deliverables and timelines across Family League’s OST portfolio.
- Develop and maintain quality implementation calendars, assessment trackers, scheduling systems, communication workflows, and documentation systems.
- Coordinate quality-related communication with Family League staff, OST funded partners, External Assessors, and Weikart representatives, as applicable.
- Monitor progress toward quality deliverables and assist with troubleshooting scheduling, implementation, or communication challenges.
- Support continuity and transition planning between the temporary quality consultant engagement and ongoing FY27 quality implementation activities.

External Assessment Coordination

- Coordinate scheduling and logistical implementation of External Program Quality Assessments across OST sites.
- Recruit, onboard, communicate with, and support External Assessors throughout the assessment cycle.
- Verify completion of required Weikart trainings and certifications, including:
 - PQA Basics
 - External Assessor Reliability Training (EART)
 - Additional Weikart-related training requirements, as applicable
- Coordinate assessment schedules with OST Site Managers and External Assessors.
- Track assessment completion status and monitor assessment timelines.
- Coordinate and support External Assessor Kickoff Meetings, calibration activities, quality assurance processes, and debrief meetings.
- Assist with troubleshooting assessment cancellations, rescheduling needs, and assessor/site communication issues.
- Monitor completion and submission of assessment documentation within required timelines.

Self-Assessment & Program Improvement Plan (PIP) Coordination

- Support rollout and coordination of Program Quality Self-Assessments across funded OST programs.
- Coordinate communication, timelines, tracking, and follow-up related to Self-Assessments and Program Improvement Plans (PIPs).
- Support technical assistance related to completion of Self-Assessments and PIPs.
- Maintain organized records of completed Self-Assessments, PIPs, and related quality documentation.
- Assist with preparation and organization of materials related to continuous improvement planning activities.

Summer PQA Planning & Readiness

- Support planning and readiness activities related to future Summer Program Quality Assessment (Summer PQA) implementation.
- Assist with refinement of Summer PQA systems, timelines, tracking tools, communication workflows, and implementation processes based on lessons learned from prior Summer PQA activities.
- Support planning discussions related to future Summer PQA expansion and sustainability efforts.
- Assist with organization and consolidation of Summer PQA-related documentation, quality data, and implementation feedback.
- Support preparation of materials, processes, and logistical systems needed for future Summer PQA implementation cycles.

- Coordinate with Family League staff regarding alignment between school-year and summer quality systems and implementation planning.

Scores Reporter & Quality Data Management

- Support management, troubleshooting, and coordination activities within Weikart's Scores Reporter platform.
- Monitor assessment completion, score submission timelines, and quality data tracking systems.
- Consolidate and organize quality-related data from:
 - External Assessments
 - Self-Assessments
 - Program Improvement Plans (PIPs)
 - Summer PQA activities
 - Additional quality initiatives, as applicable
- Assist with preparation of quality summaries, reports, data visuals, and implementation documentation for leadership discussions, grant reporting, strategic planning, and continuous improvement efforts.
- Support maintenance of organized quality records and documentation systems.

Special Quality Initiatives Support

- Support planning and coordination activities related to special quality initiatives and pilot activities, as applicable.
- Assist with assessor coordination, scheduling, communication, tracking, and logistical implementation support connected to special quality initiatives.
- Support organization and tracking of implementation documentation and related activities.

Professional Development & Meeting Coordination

- Support coordination of quality-related trainings, workshops, kickoff meetings, calibration meetings, and debrief sessions.
- Assist with meeting preparation, attendance tracking, follow-up documentation, and communication related to quality implementation activities.
- Attend and support required OST Bi-Monthly Professional Development sessions on the following dates:
 - December 3–4, 2026
 - February 11–12, 2027
 - April 23, 2027
- Support quality-related professional development activities connected to:
 - Program Quality Assessments (PQA)
 - Program Quality Self-Assessments
 - Program Improvement Plans (PIPs)

- Continuous quality improvement implementation
- Quality data reflection and planning activities

Quality Reporting & Continuous Improvement

- Support development of portfolio-wide quality summaries, reporting materials, implementation documentation, and quality-related communications.
- Assist with identification of quality trends, strengths, growth areas, and implementation challenges across OST programs.
- Support continuous improvement planning and refinement of quality implementation processes and systems.
- Participate in regular check-in meetings with Family League staff regarding project implementation, timelines, deliverables, and continuous improvement efforts.

Benefits

- Opportunity to contribute to Baltimore City's OST quality improvement efforts
- Opportunity to support innovative quality initiatives, including Summer PQA and special quality-related initiatives and pilot activities, as applicable
- Professional collaboration with Family League, OST leaders, and Weikart-trained professionals
- Opportunity to help strengthen systems that impact youth outcomes across Baltimore City

The Application Should:

- Demonstrate experience with youth development and/or OST programming
- Demonstrate familiarity with Weikart YPQI systems and/or continuous quality improvement frameworks
- Demonstrate experience coordinating projects, assessments, trainings, meetings, events, and/or multi-site initiatives
- Describe the applicant's approach to project coordination, communication, organization, and data management
- Include experience with facilitation, coaching, technical assistance, quality improvement work, and/or data use
- Cost, including hourly rate and/or pricing structure
- Demonstrate professionalism, responsiveness, and organizational capacity
- Include a resume and/or organizational qualifications

CONTRACT TERMS & APPLICANT ELIGIBILITY

The contract period for this consulting engagement is **July 1, 2026 – June 30, 2027**. The amount not to exceed is **\$60,000**.

To apply, interested individuals or organizations must:

- Be in Good Standing with the State of Maryland and provide a PDF copy of the certificate dated **within the past 30 days**. Certificate can be obtained from [here \(businesses only\)](#);
- Be in Good Standing with Family League (if a current or past partner);
- Respond fully to all questions and submit all required supplementary documentation by the posted deadline.
- Submit a proposed quote and/or pricing structure aligned with the Scope of Work;
- Submit a resume or curriculum vitae.

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.

If you are an individual working with an existing Family League Funded Partner, but you are applying to provide 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 29, 2026**. The meeting can be accessed via Zoom:

Topic: FY27 Program Quality Consultant RFQ

Time: Jul 29, 2026 01:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/89093851124>

Meeting chat link

<https://familyleague-org.zoom.us/jc/89093851124>

Meeting ID: 890 9385 1124

One tap mobile

+16465189805,,89093851124# US (New York)

+19292056099,,89093851124# US (New York)

Join by SIP

• 89093851124@zoomcrc.com

Join instructions

<https://familyleague-org.zoom.us/meetings/89093851124/invitations?signature=o2qfnXIQc-Kn6IUfK3n0RMZ6lu8HUZITTELJBt4pW2s>

Applicants should address questions to fundedpartnerships@familyleague.org no later than the close of business on **July 29, 2026**. The team will review these questions and post responses to the Family League website on **August 3, 2026**.

REVIEW AND SELECTION PROCESS

Review Panel

Applications will be reviewed and rated by a panel comprised of individuals with experience, knowledge, and expertise in the field. This panel may include service professionals; community members; and parents, youth and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League.

Selection Criteria

The following criteria will be used in selecting the applicant to be selected:

- Relevant experience coordinating youth development, OST, quality improvement, or evaluation initiatives
- Familiarity with Weikart YPQI systems, continuous quality improvement models, or assessment frameworks
- Demonstrated project management, communication, and organizational skills
- Experience coordinating multi-site initiatives, trainings, or assessments
- Data management and reporting experience
- Professionalism, responsiveness, reliability, and the ability to meet deadlines
- Availability and capacity to support project timelines and deliverables
- Cost effectiveness and overall value

Announcement

Funding decisions are expected to be announced by: **October 14, 2026**

GENERAL TERMS AND CONDITIONS

Reporting

The selected consultant will be expected to submit invoices and any required deliverables, summaries, documentation, or progress updates as outlined within the Scope of Work and requested by Family League.

Grant Award

The submission of a proposal 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 a contract with a Funded Partner in Family League's sole and absolute discretion.

Contract Terms

All Funded Partners must comply with all terms and conditions applicable to contracts executed by Family League. These terms and conditions can be found on the Family League website at www.familyleague.org by submitting a proposal to this RFQ, applicants attest that they have read and accept these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of grant recipients as an addition to the contract.

The selected Funded Partner will be required to submit the following prior to issuance of the Award Letter and Contract

- W-9
- Electronic Funds Transfer Form (EFT)
- Canceled check or bank letter confirming account information shown on the W-9 and EFT

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

DATE	TASK
July 22, 2026	RFQ Released
July 29, 2026	Question & Answer Deadline
July 29, 2026	Pre-proposal Conference
August 3, 2026	Q&A Posted on Website
August 18, 2026	Applications Due
August 19 – 27, 2026	Technical Review & Cure Period
August 28 – October 7, 2026	Application Review
October 14, 2027	Determination Notices