

Talbot Family Network
Fiscal Year 2023 - Community Partnership Agreement

Request for Proposals Summary Page

Title of RFP: Request for Proposals under funding awarded via the FY23 Community Partnership Agreement with the Maryland Children’s Cabinet.

➤ **RACIAL EQUITY COALITION BUILDING CONSULTANT**

RFP Issue Date: Friday, July 8, 2022

Purpose: Talbot Family Network seeks proposals from experienced vendors for planning, technical assistance, and facilitation services to design and implement a countywide racial equity coalition.

Introduction:

Talbot Family Network (TFN) is the Local Management Board (LMB) for Talbot County located on Maryland’s rural Eastern Shore. LMBs are community-based organizations serving all 23 counties in Maryland, and Baltimore City, focused on improving outcomes for Maryland’s children and their families. The programs and strategies that LMBs fund align with Maryland’s Children’s Cabinet [Three Year Plan](#). Each LMB works to:

- Prioritize community results and indicators within the existing Child Well-Being Results approved by the Children’s Cabinet
- Conduct a local community needs assessment
- Develop an annual or multi-year plan that includes new and existing programs, strategies, and/or initiatives
- Evaluate and report performance measurement data on funded programs, strategies, and/or initiatives

The state has also “identified several other factors that should be considered as part of the larger picture of meeting community needs and making appropriate investments:

1. **Community Voice** – As each jurisdiction across the State has unique needs, strengths and challenges, it is imperative that the voices of community members are lifted up and weighed when and wherever possible. This should include:
 - People with lived experience
 - People of diverse races, ethnicities and cultural backgrounds
 - People across the lifespan (with a focus on youth voice)
 - Other traditionally marginalized populations within the community
2. **Racial Equity** – Systemic and institutional racism by definition are embedded within our society; government; public service systems and agencies. To that end, it is imperative that all LMBs employ an equity lens in every aspect of their work to ensure inclusivity and to address these systemic inequities that contribute to the marginalization of black, indigenous, and people of color.
3. **Continuous Improvement and Capacity Building** - A key role of LMBs in a community is to act as a ‘neutral convener to create an effective system to improve results for children, youth and families’. This role requires that LMBs actively help to build the capacity of organizations to provide high quality programs and achieve outcomes for their customers.¹

¹ (From the LMB Performance Accountability Process, Approved December 16, 2020, by the Governor’s Office on

Service Period: October 1, 2022 – June 30, 2023.
All services and invoicing must be complete by June 30, 2023.

Submission Deadline: Friday, August 19, 2022 by 11:59pm to director@talbotfamilynetwork.org
Proposals that are incomplete, faxed, or arrive after the deadline will not be considered.

Notification of Award: On or by Friday, September 30, 2022

Proposal Review:

A committee designated by the TFN Board will review the proposals based on the attached scope of work and instructions. Committee members will be in compliance with the Representation of Absence of Conflict of Interest and Confidentiality Statement standard.

TFN reserves the right to accept or reject proposals or parts of proposals received in response to this RFP and to conduct discussions with applicants in order to serve the best interests of the LMB. The funding decisions of TFN are final and are not eligible for appeal. Project details not outlined in this RFP will be negotiated with the vendor upon selection.

Eligibility and Funding Availability

Any experienced for profit or nonprofit organization or company that can demonstrate the ability to successfully carry out the project, is eligible to apply. Businesses or organizations that are owned/led by people from diverse ethnic and cultural backgrounds are encouraged to apply. Applicants must provide evidence of experience, credibility, accountability, and readiness to proceed.

Maryland Public Information Act

By submitting a proposal in response to this RFP, the proposer acknowledges and understands that their proposal may be subject to public inspection under the Maryland Public Information Act, in TFN’s sole discretion.

TFN Point of Contact: Nancy Andrew, Executive Director
410-200-5532
director@talbotfamilynetwork.org

For more information about TFN, visit our [website](#).

Talbot Family Network
FY23 REQUEST FOR PROPOSALS · SCOPE OF SERVICES

· Coalition Building Consultant ·

PURPOSE AND BACKGROUND

Talbot Family Network (TFN), the Local Management Board (LMB) for Talbot County, has been awarded funding for FY23 to continue addressing racial and ethnic disparities in partnership with interested community members and staff from local organizations, agencies, and businesses.

TFN intends to convene a countywide coalition for racial equity. This group will serve as a collaborative space for team members from local agencies, organizations, and companies empowering them as equity advocates and agents of change within their spheres of influence. Racial equity work is siloed among local organizations. Discussions and projects taking place occur within internal operations. The vigor of these initiatives varies and can be endangered by staffing and leadership changes. In response, this coalition will be a conduit to creating the collective momentum needed to move beyond individual inertia and institutional barriers to deliberately and strategically normalize and operationalize practices across community agencies, organizations, and companies for long-term systemic change.

The coalition is an expansion of TFN's Conversation on Race program. That program was founded as a community of practice initiative, giving interested community members a space in which to practice talking about race. Over recent years, the program has expanded, offering a community of knowledge, with seminars and training on race equity, and most recently, a community of support, providing grants to Talbot agencies and organizations to fund their internal race equity initiatives including equity audits, workshops, and coaching and technical assistance.

TFN is looking for an experienced consultant to coach us in building an intentional movement and in fostering the mutual understanding and trusting relationships that are vital for an effective coalition.

DELIVERABLES

TFN seeks an experienced vendor for planning, technical assistance, and facilitation services to design and launch a countywide racial equity coalition in collaboration with the Executive Director and Board of Directors. Coalition participation will be voluntary including paid staff and volunteers. Members may have different levels of understanding and experience in terms of history, practice and pedagogy. The vendor should be able to infuse relevant educational components into coalition meetings in response to member needs. TFN aims to host four coalition meetings during FY23. Meetings will be in-person.

INSTRUCTIONS - proposals must include the following

- Name of firm
- Point of contact (name, title, phone number, mailing address, and email address)
- Description of the firm's background and relevant record of accomplishment including:
 - Two references from the last 3 years with current contact information
- Description of the firm's proposal to provide the scope of services above. Explain if the firm is available in-person, virtually, or both and its readiness to proceed for the service period.
- Cost – provide a total investment for proposed services including travel costs if any.

Questions: Email questions to director@talbotfamilynetwork.org