

Talbot Family Network

Fiscal Year 2025 - ENOUGH ACT Capacity-Building Funds

In partnership with Kent County Local Management Board and Queen Anne's County Community Partnership for Children & Families

Request for Proposals (RFP) Summary

Title/Overview: **CAPACITY-BUILDING CIRCUIT RIDER FOR KENT, QUEEN ANNE'S AND TALBOT COUNTIES** with FY25 capacity-building funding through Maryland's Engaging Neighborhoods, Organizations, Unions, Governments and Households ([ENOUGH Act](#)) with the Maryland Governor's Office for Children (GOC) to build the capacity of high-poverty communities within local jurisdictions to design and implement strategies that increase economic mobility and reduce childhood poverty.

RFP Issue Date: Friday, December 6, 2024

Purpose: On behalf of the Kent, Queen Anne's and Talbot County Local Management Boards, Talbot Family Network seeks proposals from experienced vendors for planning, technical assistance/coaching, and facilitation services to guide a learning cohort. The cohort will be a responsive means to build the capacity of local organization and agency partners for planning and implementing community-driven, collaborative action that advances place-based strategies designed to tackle concentrated poverty.

Introduction:

Talbot Family Network (TFN) is the [Local Management Board](#) (LMB) for Talbot County located on Maryland's rural Eastern Shore, adjacent to Queen Anne's and Kent Counties. 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 (planning and priorities). Each LMB works to:

- Prioritize community results and indicators centered on Maryland Results and Indicators.
- Conduct a local community needs assessment .
- Develop a community plan that includes new and existing programs, strategies, and/or initiatives.
- Evaluate and report performance measurement data on funded programs, strategies, and/or initiatives.
- Expand capacity of the community to service children and families.

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”

Service Period: February 1, 2025 – June 30, 2025
Complete all invoicing by June 30th. LMBs may request a 90-day no-cost extension from GOC. If approved, the service period would end September 30, 2025.
Based on performance and availability of funding, additional contracting for FY26 may be negotiated with the selected vendor.

Submission Deadline: Sunday 1/12/25 by 11:59pm Email to director@talbotfamilynetwork.org
Proposals that are incomplete, mailed or faxed, or arrive after the deadline will not be considered.

Notification of Award: On or before Wednesday 1/29/25.

Proposal Review:

A committee of LMB representatives will review the proposals based on the attached scope of work and instructions. Committee members will be free of any conflicts of interest.

TFN and the review committee reserve 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 LMBs. The review committee’s funding decisions 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 for 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.

Vendors wishing to get updates on this RFP prior to the deadline should email their contact info to TFN.

Kent County LMB
[Kent County Local Management Board](#)
Rosemary Ramsey Granillo
rramseygranillo@kentgov.org
443-480-6083

Queen Anne’s County LMB
[Community Partnerships for Children and Families](#)
Lacey Amos
lamos@qac.org
410-758-6677

Talbot County, issuing entity
[Talbot Family Network](#)
Nancy Andrew
director@talbotfamilynetwork.org
410-200-5532

¹ From the LMB Performance Accountability Process, Approved December 16, 2020, by the Governor’s Office on Crime Prevention, Youth, and Victim Services, and the Maryland Association of Local Management Boards

Talbot Family Network
FY25 REQUEST FOR PROPOSALS • SCOPE OF SERVICES

• Capacity-Building Circuit Rider for Kent, Queen Anne’s and Talbot Counties •

BACKGROUND on the ENOUGH Initiative

For too long, high rates of concentrated, generational child poverty have persisted in communities across Maryland and denied too many of our state’s children the ability to achieve their full potential and determine their own futures. The [ENOUGH Initiative](#) reflects the Moore-Miller Administration’s commitment to ending child poverty and ensuring that all Marylanders, regardless of where they call home, have what they need to live healthy and successful lives. ENOUGH focuses on communities that have been disproportionately impacted by decades of disinvestment and harmful public policies that often systematized and reinforced race-based discrimination, limited wealth creation, and blocked pathways to economic mobility.

The ENOUGH Initiative supports Maryland communities through two funding streams:

1. The ENOUGH Grant Program [Competitive] provides direct funding to community-based, cross-sector partnerships via three (3) competitive grant tracks tailored to the eligible community’s stage of readiness and capacity for collaborative action (partnership development, plan development, and implementation) to plan and advance place-based strategies that reduce child poverty and increase economic mobility. *Kent, Queen Anne’s and Talbot Counties did not meet the poverty thresholds to qualify for competitive funds in the inaugural FY25 round. However, the tracks serve as guideposts with the LMB’s ENOUGH work.*
2. **The LMB Capacity Building Grant** [Formula] leverages the local infrastructure and expertise of LMBs to build the capacity of high-poverty communities within their jurisdictions to design and implement strategies that increase economic mobility and reduce child poverty. *All LMBs are receiving these funds.*

OVERVIEW of this Project

The three LMBs have each identified target communities. The vendor selected from this RFP will be key to building capacity of partner organizations from or serving these areas to do place-based, cross-sector, anti-poverty work, aligned with the [ENOUGH Theory of Action](#). GOC expects LMBs to use capacity building funding to engage experienced consultants and practitioners for technical assistance in domains like convening partners, providing training, and developing a formal partnership network to conduct a place-based initiative around a shared vision for the high-poverty communities. The goal of the technical assistance is to help address the root causes of poverty at the community level by strengthening the capacity for collaborative action across sectors benefiting one or more of the ENOUGH Result Areas:

- Cradle to Career Education
- Economically Secure Families
- Healthy Families
- Safe and Thriving Communities

The ideal vendor is adept at applying these approaches to their work:

- Racial Equity Lens
- Trauma Informed Care Lens
- Systems Change Framework

Experience with [Results Based Accountability](#) is a plus.

FUNDING

The total FY25 regional budget for this project is \$55,000.

DELIVERABLES for the Capacity-Building Circuit Rider

A "circuit rider" in the context of this project refers to an individual or team that travels to different locations in a region, providing targeted support, technical assistance or training, essentially "riding a circuit" to reach a range of needs across an area, similar to how traveling preachers did in the past.

The Capacity-Building Circuit Rider has a critical role in advancing the goals of the ENOUGH Act across Kent, Queen Anne's, and Talbot Counties by providing targeted support to a 15-20 agency-member learning cohort. The Circuit Rider's responsibilities will include the following clearly defined deliverables:

- **Organization Assessments:**
 - Conduct individualized assessments with each participating organization to identify areas for capacity-building growth. Assessments will focus on topics including but not limited to:
 - collaborative action,
 - data and evaluation,
 - trauma-informed practices,
 - funding and fiscal oversight, and
 - participatory engagement.
 - Develop a summary report outlining key themes and shared capacity needs identified across all cohort participants.
- **Training Menu Development:**
 - Create an initial draft "menu" of potential training and consulting topics aligned with the state's identified deliverables and the ENOUGH Result Areas (Cradle to Career Education, Healthy Families, Economically Secure Families, Safe and Thriving Communities).
 - Refine the training menu as organizational assessments are completed, incorporating specific strengths, needs and gaps identified by the cohort.
- **Tailored Training Delivery:**
 - Design and deliver customized cohort training sessions (in-person, virtual, or hybrid) that address the key capacity-building needs identified during the assessments.
 - Ensure each learning cohort training session is practical and provides actionable tools and strategies for participants.
- **Facilitating Networking and Collaboration:**
 - Structure trainings and cohort sessions to include dedicated time for networking and peer-to-peer learning.
 - Foster opportunities for participants to share best practices, challenges, and innovative approaches to poverty reduction and capacity building.
- **Partnership Development:**
 - Facilitate the co-creation of formal partnership agreements, including data-sharing frameworks, among participating organizations.
 - Support organizations in establishing collaborative action plans that align with their specific community needs and priorities.
- **Progress Monitoring and Reporting:**
 - Track participation, engagement, and progress in the learning cohort.
 - Collect feedback from cohort participants to assess the effectiveness of trainings and provide mid-course adjustments as needed.
 - Report on measurable outcomes, such as the number of participants reporting increased knowledge, organizations forming partnerships, and action plans developed.

INSTRUCTIONS

Submit as one Word or one PDF document in 12pt font and up to 6 pages (attachments, if any, are not included in the page limit) ordered to address the following.

Scoring Rubric: Proposals will be evaluated based on a rubric that ensures a fair and thorough assessment of each submission. The rubric is designed to prioritize alignment with the initiative's goals, feasibility of the proposed action plan, and the vendor's capacity to deliver results. The scoring categories and their respective weights are:

- 1. Organizational Information (10 points):** Evaluates the vendor's experience, qualifications, and familiarity with rural communities or the Eastern Shore of Maryland. This section ensures the applicant has a record of accomplishment for delivering similar services.
 - RFP Title: *Capacity-Building Circuit Rider for Kent, Queen Anne's and Talbot Counties*
 - Name of firm
 - Point of contact (name, title, phone number, mailing address, and email address)
 - Overview of the firm's background and relevant record of accomplishment plus 2 recent references. Note if your firm has experience working in rural communities and/or knowledge of the Eastern Shore of Maryland.

- 2. Action Plan (60 points):** Assesses the proposal's approach to meeting the initiative's goals. Points are awarded for a clear description of the firm's proposal to provide the scope of services above including responding to these points:
 - How will you assess the needs of the participating organizations and establish baseline needs for the learning cohort? Do you have a standard tool that can be implemented or adapted with this project?
 - Who will deliver the content specific training (e.g. a member of your consultant team or outside expert sources or practitioners)?
 - Describe similar work or experience in learning cohorts, delivering technical assistance, and facilitating place-based and/or collective-impact initiatives.
 - Outline your suggested plan for what can be accomplished during the project period and timeline for the work.

- 3. Budget (20 points):** Evaluates the clarity, feasibility, and cost-effectiveness of the proposed budget. Points are awarded for providing a detailed, realistic budget narrative that aligns with the scope of work and deliverables.
 - Demonstrates alignment between the budget and scope of work, ensuring efficient use of funds.
 - Provides a detailed, easy-to-understand budget narrative with no unexplained costs.
 - Reflects realistic costs for achieving project deliverables within the timeline.

Alignment with Initiative Goals (10 points): Assesses the vendor's overall understanding of and commitment to the ENOUGH Result Areas. Points are awarded for proposals that demonstrate a strong alignment with these priorities.

- Demonstrates a clear understanding of the ENOUGH Result Areas and initiative priorities (e.g., racial equity, trauma-informed care).
- Proposes actionable strategies that align with the initiative's focus on addressing poverty and building capacity.

Applicants are encouraged to address each section, ensuring their submission is clear, detailed as space allows, and directly responsive to the scope of work outlined in the RFP. Proposals will be reviewed by a committee of Local Management Board representatives, and final scores will determine the selection of the vendor.