

BOYS & GIRLS CLUBS OF METROPOLITAN BALTIMORE

REQUEST FOR PROPOSALS

Grant Management, Subaward Monitoring, Reporting,
Training and Technical Assistance Services

Statewide Expansion Initiative
Governor's Office for Children (GOC)
FY27 | July 1, 2026 - June 30, 2027

RFP Issue Date	Monday, September 7, 2026
Questions Due	Monday, September 14, 2026, 5:00 PM ET
Responses to Questions Posted	Wednesday, September 16, 2026
Proposal Due Date	Monday, September 21, 2026, 5:00 PM ET
Anticipated Notice of Selection	Monday, September 28, 2026
Anticipated Contract Start Date	Thursday, October 1, 2026
Submission Method	Email: ccornish@bgcmetrobalTIMORE.org

1. RFP PURPOSE

Boys & Girls Clubs of Metropolitan Baltimore (BGCMB) is soliciting competitive proposals from qualified firms or consultants to provide grant management, subaward monitoring, reporting, training, technical assistance, data management, and related administrative support for BGCMB's Statewide Expansion Initiative funded through the State of Maryland Governor's Office for Children (GOC).

The selected contractor will work on behalf of and in conjunction with BGCMB to support implementation of grant requirements across partner and subaward sites. This solicitation is intended to procure the professional services described below through a competitive process consistent with the applicable GOC grant requirements.

2. ORGANIZATION AND PROJECT BACKGROUND

BGCMB is a Maryland-based 501(c)(3) nonprofit organization that provides youth development programming to young people through Club sites and community-based programming. BGCMB administers grant-funded initiatives involving partner and subaward sites and requires coordinated programmatic, financial, compliance, and reporting support.

For the Statewide Expansion Initiative, BGCMB seeks a contractor with demonstrated capacity to communicate grant requirements to partner sites, support subaward implementation and monitoring, maintain programmatic and financial tracking, coordinate training, support reporting and evaluation materials, and provide ongoing grant management and technical assistance.

3. PERIOD OF PERFORMANCE AND ANTICIPATED CONTRACT VALUE

The grant project period is July 1, 2026 through June 30, 2027. BGCMB anticipates a contract start date of October 1, 2026 following completion of the procurement, selection, and award process. The resulting contract is anticipated to cover the remaining project period through June 30, 2027.

BGCMB anticipates a not-to-exceed contract value of approximately \$140,000 for these services. Proposers must submit a detailed cost proposal. BGCMB does not guarantee expenditure of the full amount; payment will be governed by the final executed agreement, allowable costs, satisfactory performance, and availability of grant funds.

4. SCOPE OF WORK

The selected contractor shall provide the following services on behalf of and in conjunction with BGCMB.

4.1 Grant Requirements, Subawards and Startup Support

- Meet with BGCMB at the start of the engagement to review grant requirements, subgrants/subawards, responsibilities, logistics, timelines, and compliance requirements.
- Meet with BGCMB monthly and as needed to help ensure compliance requirements are met.
- Assist BGCMB in communicating grant requirements to partner sites and reviewing sites' use of subawards.
- Assist BGCMB in working with subawardees to understand the scope of work required under the grant, develop language for Memoranda of Understanding, and support execution of MOUs.
- Conduct initial kickoff calls with subawardees on behalf of BGCMB to discuss required work and answer initial questions.

4.2 Training Arrangement, Facilitation and Management

- Work with BGCMB to provide trainings remotely as needed.
- Conduct targeted outreach to provide necessary trainings to subawardees.
- Collect feedback on training outcomes.

4.3 Site Data Collection, Financial Monitoring and Program Reporting

- Maintain financial and programmatic tracking through a customized Salesforce platform or a functionally comparable platform acceptable to BGCMB.
- Develop reporting templates and trainings for programmatic and financial reporting for subawardee sites.
- Conduct an initial review of programmatic site reports and other assigned reports, work with sites to correct inaccuracies, and compile information for BGCMB on a semi-annual basis.
- Provide primary review of site budgets and enter approved budget information into the financial tracking platform.
- Receive and provide primary review of financial reimbursement requests and monitor grant spenddown on a quarterly basis in the financial tracking platform.
- Provide ongoing technical assistance to sites regarding programmatic and financial reporting throughout the contract term.
- As part of every-other-month site check-in calls, collect success stories, upcoming events, and other content needed for reports.
- Develop and produce one mid-year newsletter and one final report.

4.4 Materials, Forms, Surveys and Program Resources

- Work with BGCMB and program partners to develop user-friendly informational, training, and curricular materials.
- Format curriculum content into user-friendly handouts and design forms, surveys, and other resources.
- Assist BGCMB in designing and producing programmatic, evaluation, and reporting materials required across all elements of the program.

4.5 Management, Administrative Support and Technical Assistance

- Participate in calls with BGCMB to track grant deliverables and timelines.
- Conduct check-in calls with subawardees every other month on behalf of BGCMB to support proper use of subaward funds and implementation of programming.
- Work with sites to schedule site visits to attend programming sessions and special events and provide technical support as needed.
- Be available for on-demand technical assistance for BGCMB and partner organizations throughout the program period.

5. REQUIRED CONTRACTOR QUALIFICATIONS

- Demonstrated experience supporting government-funded grants and multi-site or subaward initiatives.
- Experience with grant compliance, subaward monitoring, financial reimbursement review, budget tracking, spenddown monitoring, and programmatic reporting.
- Experience providing training and technical assistance to nonprofit, youth-serving, community-based, or similar partner organizations.
- Capacity to maintain programmatic and financial tracking through Salesforce or a comparable system acceptable to BGCMB.
- Experience developing reporting templates, forms, surveys, newsletters, training materials, and final reports.
- Demonstrated project-management capacity to coordinate multiple sites, deadlines, deliverables, and stakeholders.
- Capacity to provide regular and on-demand support during the contract period.

6. REQUIRED DELIVERABLES

Deliverable Area	Expected Output
Grant startup/compliance support	Grant review, subaward/MOU support, kickoff calls, monthly/as-needed compliance coordination.
Training	Remote trainings as needed, targeted outreach, and training feedback collection.
Data and financial tracking	Ongoing programmatic and financial tracking through Salesforce or an approved comparable platform.
Reporting resources	Programmatic and financial templates, trainings, forms, surveys, and related resources.
Program report review	Initial review, correction support, and semi-annual compilation of site reporting information.
Financial monitoring	Review of site budgets and reimbursement requests and quarterly grant spenddown monitoring.
Subawardee support	Every-other-month check-ins, site-visit coordination, and ongoing technical assistance.
Communications/report content	Collection of success stories, upcoming events, and related content during site check-ins.
Mid-year newsletter	Development and production of one mid-year newsletter.
Final report	Development and production of one final report.

7. PROPOSAL REQUIREMENTS

Proposals should be organized in the following order:

- Cover Letter: Proposing entity, primary contact, address, telephone number, email address, and authorized representative.
- Executive Summary: Concise overview of the proposer and understanding of the engagement.
- Technical Approach: Approach to each Scope of Work area, including grant management, subaward monitoring, reporting, training, financial tracking, data management, and technical assistance.
- Organizational Qualifications and Relevant Experience: Experience with comparable government-funded, multi-site, or subaward projects.
- Staffing Plan: Proposed personnel by role, qualifications, responsibilities, anticipated hours or level of effort, and resumes/biographies as appropriate.
- Work Plan and Availability: Organization of the work, communication with BGCMB, timeline management, site support, and on-demand availability.
- Technology and Data Management: Proposed Salesforce or comparable reporting/tracking solution and approach to maintaining programmatic and financial information.
- References: At least three professional references for comparable work.
- Cost Proposal: Detailed information required in Section 8.
- Disclosures and Certifications: Actual or potential conflicts of interest and certification of ability to comply with applicable laws, regulations, and grant requirements.

8. COST PROPOSAL

The cost proposal must be sufficiently detailed for BGCMB to evaluate price reasonableness and proposed level of effort.

- Personnel by role/title, fully loaded hourly rate, estimated hours, and extended cost.
- Other direct costs by category, description, and amount.
- Any proposed fee, administrative charge, or other cost, clearly identified.
- Total proposed not-to-exceed contract amount.
- Any assumptions that materially affect the proposed price.

BGCMB anticipates a not-to-exceed contract value of approximately \$140,000. Cost will be evaluated together with technical qualifications and is subject to negotiation and availability of grant funds.

9. EVALUATION AND SELECTION

BGCMB intends to select the responsible proposer whose proposal provides the best overall value and demonstrates the capacity to successfully perform the required services. BGCMB may request clarification, conduct interviews, verify references, and negotiate final scope and cost prior to award.

Evaluation Factor	Points
Understanding of scope and technical approach	30
Relevant organizational experience and qualifications	20
Qualifications and capacity of proposed staff	15
Grant compliance, subaward monitoring, reporting and data-management capacity	15
Cost proposal and overall value	15
References and demonstrated performance	5
TOTAL	100

10. PROCUREMENT SCHEDULE

Milestone	Date
RFP Issue Date	Monday, September 7, 2026
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11. QUESTIONS AND SUBMISSION INSTRUCTIONS

Questions must be submitted in writing by Monday, September 14, 2026 at 5:00 PM ET to ccornish@bgcmetrobaltimore.org. BGCMB anticipates posting written responses to questions by Wednesday, September 16, 2026 and may distribute amendments to prospective proposers as appropriate.

Complete proposals must be received by Monday, September 21, 2026 at 5:00 PM ET and submitted to ccornish@bgcmetrobaltimore.org. The subject line should read: "Statewide Expansion Initiative Grant Management RFP." Proposals received after the deadline will be rejected.

12. GENERAL TERMS AND GRANT COMPLIANCE

- BGCMB reserves the right to reject any or all proposals, waive minor irregularities, request additional information, or cancel or amend this solicitation when determined to be in BGCMB's interest and consistent with applicable grant requirements.
- Issuance of this RFP does not commit BGCMB to award a contract or reimburse costs incurred in preparing a proposal.
- Selection does not create a contractual relationship until a written agreement is fully executed by authorized representatives of BGCMB and the selected contractor.
- The selected contractor will serve as an independent contractor and not as an employee of BGCMB.

- The selected contractor must comply with applicable federal, state, and municipal laws, rules and regulations and all applicable General and Special Conditions of BGCMB's Governor's Office for Children award.
- The selected contractor must provide invoices with detailed expenses and supporting documentation as required by the final agreement and BGCMB.
- The selected contractor must cooperate with BGCMB regarding monitoring, records, documentation, reporting, and other information necessary to demonstrate grant compliance.

13. CONFLICT OF INTEREST AND DISCLOSURE

Each proposer must disclose any actual, potential, or perceived conflict of interest that could affect performance of the proposed services or the integrity of the procurement. BGCMB may request additional information regarding disclosed relationships before making an award.

APPENDIX A - COST PROPOSAL FORMAT

Personnel Role/Title	Fully Loaded Hourly Rate	Estimated Hours	Total Cost

Other Direct Costs:

Cost Category / Description	Amount

Fee/Other Charges: _____

TOTAL PROPOSED NOT-TO-EXCEED AMOUNT: _____

APPENDIX B - PROPOSER CERTIFICATION

By submitting a proposal, the undersigned certifies that the information provided is accurate to the best of the proposer's knowledge; the proposal was prepared independently; any actual or potential conflicts have been disclosed; and, if selected, the proposer is prepared to comply with the resulting agreement and applicable grant conditions.

Organization/Firm: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

END OF REQUEST FOR PROPOSALS