



BOYS & GIRLS CLUBS OF METROPOLITAN BALTIMORE

STATEWIDE EXPANSION INITIATIVE RFP QUESTIONS & ANSWERS

**Grant Management, Subaward Monitoring, Reporting, Training and Technical Assistance Services
Governor's Office for Children (GOC) | FY27**

Responses Posted: September 16, 2026

Purpose. Boys & Girls Clubs of Metropolitan Baltimore (BGCMB) is providing the following consolidated responses to questions received from prospective proposers. These responses are intended to clarify the RFP and should be read together with the solicitation. All proposers should rely on the same written responses when preparing proposals.

1. How many partner organizations/subawardees will the selected contractor support?

BGCMB is the primary recipient of State funding awarded through the Governor's Office for Children for the Statewide Expansion Initiative. BGCMB allocates funding to eight other Boys & Girls Club organizations. The selected contractor should anticipate supporting BGCMB in grant management, monitoring, reporting, training, and technical assistance associated with these eight subawardees. Individual programming locations may vary within participating organizations.

2. What is the geographic coverage of the initiative?

The initiative should be considered statewide in scope. Participating Boys & Girls Club organizations and programming locations are geographically dispersed across Maryland, including jurisdictions ranging from Carroll County to Prince George's County and the broader Maryland/DC region. Proposers should plan for the ability to support a geographically dispersed group of subawardees.

3. How frequently are reimbursement packages and grant reports due?

Reimbursement packages and grant reports are required quarterly for the eight subawardees. The required reporting periods and deadlines are established by the Governor's Office for Children (GOC). The selected contractor will support BGCMB's management of the quarterly reporting cycle, including review of reimbursement requests and programmatic reports, correction support, expenditure/spenddown monitoring, and compilation of required information for BGCMB.

4. How many in-person site visits should proposers anticipate?

BGCMB has not established a fixed minimum or number of required in-person site visits. Site visits will be coordinated based on program implementation and monitoring needs, including opportunities to attend programming sessions and special events and provide technical support as needed.

5. What travel costs and mileage rate should proposers use?

Anticipated mileage, parking, tolls, and other necessary travel expenses associated with the proposer's approach should be incorporated into the not-to-exceed cost proposal as applicable Other Direct Costs. Mileage should be budgeted at the applicable State of Maryland rate of \$0.76 per mile. Travel expenses should not be assumed to be reimbursed separately or in addition to the proposed contract amount.



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6. Does BGCMB prescribe a project-management platform?

No. Selection of project-management tools and processes is up to the proposer. Proposers should describe the tools and processes they recommend for managing timelines, tasks, deliverables, communication, and coordination. Any associated project costs should be included in the proposal budget.

7. What data-management platform should proposers use? Does BGCMB prescribe an acceptable Salesforce alternative?

Proposers should include their recommended approach for meeting the technology and data-management requirements. The selected contractor will be responsible for maintaining programmatic and financial tracking through Salesforce or a functionally comparable platform acceptable to BGCMB. BGCMB has not prescribed a specific alternative platform. Any required configuration, licensing, maintenance, or other technology-related costs should be clearly identified in the cost proposal with material assumptions.

8. Are trainings expected to be virtual or in person, and how many are anticipated?

A fixed number of training sessions has not been established. As stated in the RFP, the selected contractor will work with BGCMB to provide remote trainings as needed, conduct targeted outreach to subawardees, and collect feedback on training outcomes. Proposers should base their approach primarily on remote training delivery and describe how they would accommodate additional training needs that arise during implementation.

9. Is the contractor expected to develop training content and reporting resources?

The selected contractor should anticipate working collaboratively with BGCMB and program partners. Responsibilities may include developing reporting trainings and templates; developing user-friendly informational, training, and curricular materials; formatting curriculum content into handouts; and designing forms, surveys, and other programmatic, evaluation, and reporting resources.

10. Will BGCMB separately pay for venues, printing, production, supplies, or similar expenses?

No separate funding above the contract ceiling should be assumed. If a proposer's approach includes venue rental, printing, production, distribution, supplies, equipment, technology, or similar expenses, those costs should be incorporated into the proposal budget as appropriate. Personnel, direct costs, administrative expenses, and other costs necessary to perform the proposed scope must be captured within the total proposed contract amount, which may not exceed \$140,000.

11. How will subawardees submit reports, reimbursement requests, and supporting documentation?

The selected contractor will work with BGCMB during startup to establish or refine an efficient and consistent process for receiving, reviewing, tracking, and maintaining subawardee programmatic and financial submissions using the approved data-management approach.

12. Are compliance tools, reporting templates, and financial processes already in place?

BGCMB has existing grant administration and reporting processes. The selected contractor should also anticipate developing and/or refining tools and resources needed for consistent implementation of the statewide initiative, including reporting templates and trainings, forms, surveys, monitoring resources, and other programmatic, financial, evaluation, and reporting materials described in the RFP.



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13. May proposers use experience and references associated with proposed key personnel or subcontracted specialists?

Yes. Proposers may include comparable experience and professional references associated with proposed key personnel and/or subcontracted specialists, in addition to experience performed directly by the proposing entity. The proposal should clearly attribute the experience, identify who performed the work and under what organization, and describe the individual's or subcontractor's role. BGCMB will evaluate organizational experience separately from the qualifications and capacity of proposed staff.

14. May a proposer use a lean core-team approach in which key personnel perform multiple functions?

Yes. BGCMB is open to a lean core-team approach provided the proposal demonstrates sufficient qualifications, capacity, availability, and level of effort to perform all required services and deliverables.

15. Are resumes required with the proposal?

The RFP requires a Staffing Plan identifying proposed personnel by role, qualifications, responsibilities, and anticipated hours or level of effort, with resumes/biographies 'as appropriate.' The RFP does not state that a resume is an absolute submission requirement for every proposed individual. Proposers should, however, provide sufficient information, including resumes and/or biographies as appropriate, to allow BGCMB to evaluate the qualifications and capacity of proposed staff.

16. May professional references relate to comparable work performed by key personnel through prior or current employment?

Yes. Such references may be included, provided the proposal clearly identifies the individual who performed the work, the organization under which the work was performed, and the nature of the individual's role.

17. What costs must be included within the not-to-exceed proposal amount?

The proposal should include the personnel, other direct costs, fees or administrative charges, technology, travel, and other costs necessary to perform the proposed scope. Costs should be clearly identified in accordance with the RFP cost proposal requirements. The total proposed contract amount may not exceed \$140,000.

18. What grant startup or historical-data work should the selected contractor anticipate?

BGCMB will continue necessary grant administration and implementation activities before the anticipated contractor start date. At startup, BGCMB and the selected contractor will review grant requirements, subawards, responsibilities, logistics, timelines, compliance requirements, and the status of activities completed to date. The contractor may need to review and incorporate relevant programmatic and financial information from July 1 through September 30, 2026 to support continuity of tracking, reporting, and spenddown monitoring. The specific level of historical data entry, reconciliation, or validation will be determined during startup based on the status of BGCMB's records.



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RFP Schedule Reminder

- 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
- Proposal Submission Email: ccornish@bgcmetrobalTIMORE.org

Note: These responses clarify the solicitation and do not otherwise modify the RFP unless expressly stated.