



**REQUEST FOR PROPOSALS (RFP)
DATA MANAGEMENT SYSTEM
RFP-20/21-11**

REQUIREMENTS

Our Vision

Sacramento County will have strong communities where children are safe, healthy and reach their full potential.

Our Mission

In partnership with the community, we support a prevention and early intervention system that promotes optimal health and development, narrows disparities, and improves the lives of children 0 to 5 and their families.

The response to this RFP must be submitted to the Commission Office at:

**FIRST 5 SACRAMENTO COMMISSION
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833
(916) 876-5865
(916) 876-5877 (Fax)
www.first5sacramento.net**

Mandatory Letter of Intent Due: Friday, December 11, 2020 by 5:00 p.m.

Proposals Due: Monday, January 11, 2021 by 5:00 p.m.

**FIRST 5 SACRAMENTO COMMISSION
Request for Proposals (RFP)
Data Management System – RFP-20/21-11**

TABLE OF CONTENTS

RFP Timeline and Schedule	3
RFP Submission and Contact Person	4
A. Contact Person and Proposal Questions	
B. Submission	
C. Withdrawal of Proposal by Respondent(s)	
A. Background	5
B. Project Objective.....	5
C. Eligibility and Project Requirements.....	5
D. Minimum Qualifications	6
E. Contract Term and Implementation Timeline	7
F. Amount of Funding	7
G. Mandatory Letter of Intent.....	8
H. Format of the Proposal.....	8
I. Contents of the Proposal	8
J. Selection Process.....	9
Mandatory Letter of Intent Form	Attachment A
RFP Cover Sheet.....	Attachment B
Scope of Work/Work Schedule.....	Attachment C
Price Proposal Form	Attachment D

RFP TIMELINE AND SCHEDULE
Funding for Data Management System
RFP-20/21-11

IMPORTANT NOTE: ITEMS LISTED IN BOLD FONT ARE MANDATORY REQUIREMENTS AND DEADLINES. RESPONDENTS WHO FAIL TO MEET THESE REQUIREMENTS WILL HAVE THEIR PROPOSALS REJECTED.

Date, Time	Event	Location/Contact Information
November 17, 2020	Release RFP	Available at: www.first5sacramento.net or by contacting First 5 Sacramento at (916) 876-5869
November 25, 2020	Final Date to Submit Questions regarding the RFP Document or RFP Process	Contact: Carmen Garcia-Gomez Email: garciacar@saccounty.net
December 4, 2020	RFP Questions and Answers Released	Download from Commission website at: www.First5Sacramento.net
December 11, 2020	Mandatory Letter of Intent due	Email to: garciacar@saccounty.net
January 11, 2021	Proposal Deadline	Electronic submission: link to be provided after Letter of Intent is received. Proposals must be submitted by 5:00 p.m.
January 11 – January 22, 2021	Proposal Review Process	First 5 Sacramento Commission
Week of January 25, 2021	Oral Interview with Review Panel	Based on public health guidance for COVID-19, the interviews will be held via Zoom. Information will be provided closer to the interview date.
January 29, 2021	Post Notification of Intent to Award	**due to the public health guidance for the COVID-19 pandemic, the funding recommendations will be posted online only on the First 5 Sacramento website: www.first5sacramento.net
March 1, 2021	Commission Hearing – Respondents recommended for funding are required to attend	**location TBD based on public health guidance for COVID-19. Meeting will either be held via Zoom or in person at the County of Sacramento, Board of Supervisors Chambers. Please check www.first5sacramento.net for guidance to be posted by February 19, 2021
March 2, - March 31, 2021	Contract Negotiations	First 5 Sacramento Commission 2750 Gateway Oaks Dr., Ste. 330 Sacramento, CA 95833
April 1, 2021	Contract Executed and Services Begin, if transition period required	
July 1, 2021	Contract Executed and Services Begin, if no transition required	

SUBMISSION AND CONTACT PERSON

A. Contact Person and Proposal Questions

All inquiries concerning this RFP are to be directed to the official contact person listed below:

Carmen Garcia-Gomez, Evaluation Manager

Telephone: 916-876-5869

E-mail: garciacar@saccounty.net

B. Submission

The proposal must be electronically submitted no later than 5:00 p.m. on January 11, 2021. Proposals received after the submission deadline will be not be scored.

When submitting the proposal, please ensure that the signed proposal and all required attachments and certifications are successfully uploaded and submitted by 5:00 p.m. on the due date to the electronic file sharing system. A unique link for your organization and instructions will be provided to you upon the successful submission of the Letter of Intent. Proposers are cautioned that electronic documents may take some time to upload. We encourage you to allow for ample time for this process to occur.

C. Withdrawal of Proposals by Respondent(s)

Proposals may be withdrawn by submission of a written request signed by the director or other authorized representative of the agency. Submit and label a withdrawal request as follows:

Withdrawal of Proposal

First 5 Sacramento Commission

Attention: Julie Gallelo, Executive Director

2750 Gateway Oaks Drive, Suite 330

Sacramento, CA 95833

First 5 Sacramento Commission

A. Background

The Children and Families Act of 1998 requires that each of California's 58 counties develop a strategic plan that at minimum includes the following provisions:

- A description of the goals and objectives proposed to be attained;
- A description of the programs, services and projects proposed to be provided, sponsored, or facilitated; and,
- A description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate and reliable indicators.

Each county commission is required to submit an Annual Report to the First 5 California Commission by November 1st. The Annual Report provides basic data about client demographics, service delivery counts, program highlights, and expenditure information. The State Commission then prepares a consolidated Annual Report for all 58 counties which is transmitted to the Governor and the Legislature.

In addition to the State Annual Report, First 5 Sacramento Commission (Commission) will engage in evaluation activities in order to describe and demonstrate the effectiveness of services provided, and inform decision-making about First 5 investments in the community. Evaluation activities will be used to help guide program development, implementation, and continuous improvement efforts. Also, evaluation efforts will support accountability by the Commission to the Board of Supervisors and the community regarding the use of First 5 funds.

First 5 Sacramento is looking to identify a web-based data management system to implement an online intake, enrollment, and data management system for all its funded partners. The system will allow for the collection of client level data, aggregate data and assessment data in order to complete both of these reports. In addition to the reports mentioned above, the Commission's Evaluation Consultant and funded partners will use the data management system for other report needs.

The Strategic Plan and the Implementation and Systems Improvement Plan for Fiscal Years 2021-24 can be found on our website at www.first5sacramento.net.

B. Project Objective

This RFP seeks a qualified contractor to provide a web-based data collection and reporting system, along with associated data support services to meet our reporting requirements.

Experienced entities interested in providing these services for First 5 Sacramento are encouraged to submit a proposal. The entity selected will have demonstrated understanding in providing similar services and must be capable of producing the desired services in a professional, innovative, timely and cost-conscious manner.

C. Eligibility and Project Requirements

Submissions will be considered from experienced public and private entities. The Contractor should:

1. Provide, implement, and accommodate ongoing modifications to a web-based, user-friendly database system to be used by First 5 Sacramento funded partners, staff and evaluation contractor that:
 - a. Meets required [First 5 California](#) state evaluation and data collection/reporting requirements;
 - b. Meets locally-defined (county) evaluation and data collection requirements and needs;
 - c. Meets needs for contract compliance activities of First 5 Sacramento funded partners;
 - d. Provides the analytical tools necessary for implementing evaluation activities
2. Deliver a client case management system that includes a web-based intake, enrollment and data management system (i.e. web-link intakes and other data assessment tools).
3. Demonstrate an understanding of First 5 California state evaluation activities and associated data collection implications in order to implement data system modifications that may be necessary in order to comply with state requirements.
4. Provide comprehensive data management functions for the data system, including activities such as secure backups.
5. Provide all necessary technical services associated with utilization of the data system by a variety of users, including data administration activities, a user guide, establishing user profiles and appropriate levels of access consistent with First 5 Sacramento policies and procedures, etc.
6. Allow for secure data entry services consistent with the needs identified in section 1 a-d above, including data entry for state-required client 'aggregate' data, as well as individuals client level 'core participant' and related service delivery data; and provide associated data cleaning to ensure quality data.
7. Provide customizable reports for First 5 Sacramento staff and partners to individually review and analyze the data collected.
8. Perform raw data imports and exports from other systems into/out of the database system, as defined by First 5 Sacramento and our evaluator.
9. Conduct needed trainings and technical assistance services in the use of the database system for all First 5 Sacramento staff, funded partners, the contracted evaluator, and others as designated by First 5 Sacramento.
10. Accommodate the transfer of existing data from the currently used web-based data systems, if necessary, taking into account consents for the use of the data and related agreements. Plan and implement a system transition plan for all users with the aim of minimizing disruption to the funded organizations and First 5 Sacramento to the extent practical.
11. Ensure data exports to First 5 California are complete and accurate by October 15th of each year and are consistent with existing requirements.

D. Minimum Qualifications

1. Demonstrated experience working with agencies with annual operating budgets of over \$20 million, with at least 30 contractors, and 100 or more unique users.
2. Must have experience working with large government organizations and/or experience working with county First 5's or other child/family centered programs.

E. Contract Term and Implementation Timeline

There are two possible scenarios for a contract term:

Scenario 1: Assuming selection of a new data management system, contract term begins April 1, 2020 through June 30, 2024 to allow for database configuration and transition.

Scenario 2: Assuming current data management system is selected, contract term is July 1, 2021 through June 30, 2024.

The Commission is under no obligation to continue funding beyond the contract term stated in this RFP.

Scenario 1 Implementation Timeline

April 1, 2021 – June 30, 2021	Build out and customize system, begin testing and training.
July 1, 2021 – September 30, 2021	Program transition to system and data migration.
October 1, 2021 – June 30, 2024	Ongoing data management system support.

Scenario 2 Implementation Timeline

July 1, 2021 – June 30, 2024	Ongoing data management system support.
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F. Amount of Funding

The Commission will award one contract to the proposer submitting the most advantageous proposal, taking into consideration the proposer's qualifications, quality requirements, references and price. Before awarding the contract, First 5 Sacramento may request additional information from proposers.

Price Proposal Form – The contracted amount will be negotiated based on the Price Proposal Form (Attachment D).

The Commission expressly reserves the right to:

- Negotiate changes to the proposed project.
- Make awards of contracts for all of the deliverables offered or for any portion of the deliverables offered in the proposal.
- Recommend and/or award amounts less than stated in the RFP and to negotiate or modify deliverables within resultant contracts commensurate with availability of funds.
- Make no funding recommendations for the RFP.

G. Mandatory Letter of Intent

All respondents must submit a one page mandatory Letter of Intent (Attachment A) by **Friday, December 11, 2020 by 5:00 p.m.** The Mandatory Letter of Intent must contain the vendor name, contact person and title, contact information (address, phone number, and e-mail address). Briefly summarize why the respondent should be selected.

The Mandatory Letter of Intent can be e-mailed:

Carmen Garcia-Gomez

Email to: garciacar@saccounty.net

It is the responsibility of the respondent to ensure that the Mandatory Letter of Intent is received by the stated deadline. **Upon receipt of the Letter of Intent, respondents will be emailed required documents to be included in the proposal (Attachments B-D).**

H. Format of the Proposal

The proposal has no specific page limit; however, the narrative portion should be 1.5 spacing and a 12-point Arial font. The proposal should be clear and concise. If needed, the Commission may request further detail during or following the selection process.

I. Contents of the Proposal

Each respondent must include in their proposal:

1. Request for Qualifications Cover Sheet – Attachment B complete the Qualifications Cover Letter and place at the front of the proposal package. An official authorized to act on behalf of the vendor must sign the Respondent's Statement.
2. Qualifications, Experience, and Competence of the Vendor that include summarizing and documenting the qualifications, experience, and competence of the vendor in relation to the contractual activities anticipated. It is desirable that the vendor(s) has worked with or is familiar with First 5 Commissions.
 - a) *Technical Specifications*: The proposal demonstrates that the proposer meets requirements specified in the Project Requirements section.
 - b) *Functional Specifications*: The proposal demonstrates that the proposer's product meets the requirements in the Project Requirements section.
 - c) *Case Management Functionality*: The proposal demonstrates that the proposer's product includes Case Management tools and capabilities.
 - d) *Experience and Qualifications of Vendor*
 - a. The proposer has at least 3 clients within the last 2 years that are comparable to First 5 Sacramento in terms of the types of programs and services provided and the population served.
 - b. The proposer has at least 3 clients within the last 2 years that are comparable in size and reach to First 5 Sacramento.
 - c. Demonstrated experience working with agencies with annual operating budgets of over \$20 million, with at least 30 contractors, and 100 or more unique users.
 - e) *Describe major tasks*: The proposer outlines major tasks associated with customization and implementation of the data management system.
 - f) *Project Implementation and Project Management*: The proposer clearly outlines the strategy and timeline for project management and implementation. The proposal defines the roles and responsibilities of all stakeholders, including First 5 Sacramento and its funded partners, as it pertains to the implementation of the product and the proposer adheres to standard project management methodologies, including the development of a detailed communications plan.

- g) *Training*: The proposal includes a comprehensive training plan that clearly defines the proposer's strategy for delivering training and associated materials to end users. The proposal establishes a proven strategy for training users of varying technical ability and learning styles; the proposal includes comprehensive training for system administrators and power users as well as continued support in the post-production period and proposers will provide training materials.
 - h) *Technical Assistance and Support*: The proposal includes a designated team member to manage the technical assistance and support during the development, implementation, and post-production process and the proposal also includes multiple other ways to access support, including unlimited on-call assistance via phone and email support, and demonstrates how client needs will be prioritized.
3. Personnel Qualifications and Availability must identify and summarize the relevant experience of personnel that would be involved in the build-out/customization process and staff responsible for providing on-going TA. Please include resumes of key personnel identified.
 4. Scope of Work/Work Schedule – Attachment C that identifies major tasks, start and end dates, personnel responsible for implementing task(s), # of variable hours and amount/percent of budget for each task.
 5. Price Proposal Form – Attachment D that identifies Data Management System major components and costs.
 - a) Annual software license fees and/or subscription; maintenance, hosting and support/training
 - b) One-time costs: customization and tailoring to First 5 Sacramento's needs; report development; data import/migration; implementation
 - c) User license fee per user
 6. List of three (3) references from current and/or past clients.

J. Selection Process

Each proposal will be reviewed for the required documents and completeness of requirements. Thereafter, there will be a review process to score each proposal. The top proposal(s) will be contacted for an interview during business hours the week of January 25, 2021. Respondents are asked to schedule a block of two hours maximum to allow for the interviews. Final selection is at the sole discretion of the First 5 Sacramento Commission. Respondents may be asked to provide a demonstration to the interview panel and other First 5 Sacramento staff.

Following the interviews, the First 5 Sacramento Commission will consider approval of the top-ranked Respondent for funding. **Location TBD based on public health guidance for COVID-19. Meeting will either be held via Zoom or in person at the County of Sacramento, Board of Supervisors Chambers. Please check www.first5sacramento.net for guidance to be posted by February 19, 2021**

Those being recommended for funding are required to attend the Commission hearing on March 1, 2021.