



Request for Proposals

*Statewide Child Care and Early Learning
Database*

***Proposals Due By 12:00 Noon (EST)
on May 27, 2009***

Project Summary:

The Early Childhood Investment Corporation (ECIC) is responsible for the Child Care and Development Fund (CCDF) quality dollars for child care professional development, consumer education, and resource and referral. The purpose of the CCDF quality funds is to improve child care quality across Michigan. The ECIC is responsible to improve child care quality while maximizing resources.

The purpose of this project is to modify an existing database system to become a Statewide Child Care and Early Learning Database with two components – child care referral and a child care provider professional development registry. The child care referral component will provide families seeking licensed and registered child care, real time child care openings in their area that meet their selected specifications. The referral database will be updated by licensed and registered child care providers as often as necessary to provide families seeking child care with “up to the minute” information about their child care settings. The professional development registry component will provide child care providers across settings (licensed, registered, relative care, and day care aide providers) with professional development listings by region. The registry will track completed child care provider professional development.

Goal:

The goal of developing a Statewide Child Care and Early Learning Database is to increase access to child care options for families and improve child care quality through professional development choices for child care providers.

Scope of Work:

The successful bid will be responsible for the following scope of work:

Child Care Referral

- The database will be web-based
- The database will include a listing for all licensed and registered child care providers.
- The database will allow child care providers to update their child care setting profiles.
- The database will allow the Michigan's Great Start Early Learning and Child Care Resource and Support Center to make pertinent updates to child care providers profiles, for example, a child care provider who is no longer in business. The database will be accessible to families searching for child care 24/7, 365 days/year.
- The database will provide families with information about the licensed and registered providers in a particular region, based on the families' selection criteria. The following are examples of the selection criteria (to be finalized during the development process).
 - Child care provider qualifications, e.g. licensed, registered
 - Type of child care setting (family home, group home, center)
 - Family Home – is a registered home able to provide child care for up to 6 children
 - Group Home – is a licensed home able to provide child care for up to 12 children
 - Center – is a licensed facility able to provide child care for a variety of children depending on the size of the facility
 - Infant/Toddler
 - Preschool Age
 - Hours of operation
 - Non-smoking home
 - Pets
 - Fenced yard
 - Proximity to home/work
 - Child care fees
 - Accreditation
 - Child care options for income level
 - Child care options for children with developmental delays or disabilities

- The database website will provide child care quality information for families, provided by Michigan's Child Care and Early Learning Resource and Support Center, including links to resources for family support and parenting education (basic needs and child development).
- The database will offer a link to the State of Michigan's Child Care Licensing look up website.
- The database will include parent reviews of licensed and registered child care settings, monitored by Michigan's Child Care and Early Learning Resource and Support Center.
- The database will provide contact information for personal consultation which will be available for those in need at a Regional Child Care and Early Learning Resource Center for families with non-traditional child care needs. Examples of non-traditional child care needs:
 - Families that may need second or third shift child care
 - Families with young children with developmental delays or disabilities
- The Michigan Child Care and Early Learning Resource Center will maintain the database and provide troubleshooting to the users, after the database has been designed and is successfully launched statewide
- The Michigan Child Care and Early Learning Resource Center will monitor the Regional Child Care and Early Learning Resource Centers' personal consultations for quality assurance.
- The database will have the capacity to initially upload the current information contained in the 4C Regional databases into a central database, after which all information will be entered into the central database.
- The database will have the capacity for multiple access points for child care provider information, for example State of Michigan Child Care Licensing as an access point to check training requirements prior to a licensing visit.
- The database will collect the following data and have the capacity to produce reports for:
 - Type of child care provider
 - Length of time they have been a provider
 - Numbers and ages of children in their care (by DHS age categories)
 - Hours of Operation
 - Rates charged for care (by age categories)
 - Frequency of family payment (weekly, bi-weekly, monthly)

- Do providers charge for Ill hours?
- Do providers charge for holidays?
- Do providers offer discounts?

Professional Development Registry

- The professional development registry will list the available, approved statewide quality improvement professional development opportunities, by region (see Appendix).
- The professional development registry will track all child care providers completed professional development opportunities.
- The professional development registry will list approved trainers.
- The approved trainers will have access to the registry to input the opportunities, the class list and the child care providers who completed the training.
- The professional development registry will compile evaluations from training participants, for continuous improvement of the professional development opportunities offered. The evaluations will be utilized by the Great Start Child Care and Early Learning Regional Resource Centers and the Curriculum Review Advisory Board.
- The professional development registry will sync the completed trainings to the child care providers' profiles.
- The licensing consultants will have access to the registry to review the child care providers training status prior to a licensing visit.
- The registry will produce a report for the Department of Human Services, specifically identifying completed infant and toddler training for relative care and day care aide child care providers, eligible for the Infant/Toddler incentive.
 - Relative care and Day care aide providers receive a \$.25 increase in subsidy reimbursement after 16 hours of completed training.
- The Michigan Child Care and Early Learning Resource Center will maintain the registry and provide troubleshooting support to those entering data.

Timeline:

The timeline for completion of this project is October 31, 2009. The child care referral database is the first priority.

4C Association Data:

As of April 2009 there are 16 Regional 4C offices that assist families in finding child care. Beginning October 1, 2009, there will be ten Great Start Child Care and Early Learning Regional Resource Centers. This database is integral to that change, by creating a “one stop shop” for families seeking child care. The database will offer families relevant child care information so families can make informed decisions about child care. The regional offices house regional data on licensed and registered child care providers. The child care provider data includes information pertinent to families seeking child care, hours of operation, ages of children licensed for, rates, and openings. The regional offices use a variety of software for data storage. The statewide database will import the current 4C data as a starting point to create the 24/7 real time child care referral database.

Schedule:

- 1) The responses to the Request for Proposals (RFP) with financial proposals and finalized teams are due **by 12:00 Noon (EST), May 27, 2009.**
- 2) ECIC will establish a rating and reading review team and finish the process by **May 29, 2009.**
- 3) Selection of contractor or consultant will occur by **June 1, 2009.**
- 4) Successful bidder will begin **June 1, 2009** with the goal of all deliverables completed by **October 31, 2009.**

Payment Schedules:

The successful bidder will be responsible for deliverables based on timelines in a contract with ECIC for the project. A payment schedule will be developed that will link reimbursement to completion of, or indicators of substantiated progress on deliverables.

Reports and Deliverables:

Time sensitive reports and deliverables that pertain to type of data collected, the collection of data, the development of maintenance and troubleshooting training, implementation of the training, and progress reports will be expected. Therefore, payment schedules will be tied into the following deliverables:

1. Final Database Development Plan, by July 31, 2009
2. Final Child Care Referral Plan, by June 30, 2009.

3. Final Development of Professional Development Registry, by June 30, 2009.
4. Completion of 4C Regional Office Data Import, by October 1, 2009.
5. Final Development of Maintenance and Troubleshooting Training, by August 30, 2009
6. Completed Training, by September 30, 2009
7. Completed Database Development – Child Care Referral and Professional Development Registry, by October 31, 2009
8. Progress Reports with Each Deliverable – detailing the work completed
9. Final Report to ECIC, by November 13, 2009

Project Management and Execution:

The contractor is ultimately responsible for the project's success by carrying out the work, including data collection, data development, development of maintenance and troubleshooting training, and the writing of any reports. It should be noted that the contractor will work closely with Karen Roback, Early Care Specialist, Early Childhood Investment Corporation. Ms. Roback will be involved in reviews of all critical phases, including the determination of the type of data needed as well as the integrity of the data to be collected. Ms. Roback will approve payment of invoices in accordance with calendar of deliverables.

The contract for this project will be between the contractor and the Early Childhood Investment Corporation.

Selection Criteria:

Responses to this RFP will be judged, based on the following criteria:

1. The proposal presents a clear and concise description of the work to be undertaken with a credible presentation of how the efforts will achieve the deliverables, outcomes or goals as described in this RFP.
2. The bidder has experience and expertise necessary to conduct the work being proposed.
3. The proposed price is reasonable given the proposed scope of work.
4. The contractor or consultant demonstrates a consistent record of excellence in database development, training of database users,

innovation in development, and innovation in technology use.

5. The proposed contractor or consultant has successfully developed equally specialized databases.
6. The contractor and principal consultant(s) or consultant will bring a name and reputation to the study that will attract support and have cachet with policymakers, early childhood advocates and the business community.
7. The contractor and principal consultant(s) or consultant must demonstrate through their submissions an understanding of the complexity of a comprehensive early childhood system and the purpose of the project.
8. The contractor's demonstrated ability to attain ECIC's goals as related to this initiative based on previous successfully completed projects.
9. A demonstration of past team collaborations involving database development, data collection, data reports, registries, and professional development tracking, including the coordination of work with state departments.

RFP Contents–Submittal Requirements should be organized in the following manner:

1. Summary response to the RFP (1 page, 12 point font, 1" margins, no more than 1.5 inch line spacing).
2. Methodological approach (no more than 10 pages, 12 point font, 1" margins, no more than 1.5 inch line spacing).
3. A statement of organizational capabilities including relevant effort in the past 5 years to indicate appropriate experience and expertise to successfully complete the work as described in this RFP. The statement should include a list of proposed staff and/or contractors including their roles and experience and expertise related to the scope of work to be performed.
4. The financial proposal should include **a line item budget and narrative** as well as the following – A detailed budget breakdown by task that is organized into the following categories below. (Each task should be estimated separately.)
 - Labor costs

- Other direct costs
- Meeting costs
- Materials and reproduction
- Travel and per diem
- Data entry
- Indirect Costs/administrative overhead
- Presentation materials
- Development of Training for Maintenance and Troubleshooting of Database
- Implementation of Training

General Information

This Request for Proposal (RFP) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Early Childhood Investment Corporation.

1. **Contract Award**

Contract award negotiations will be undertaken with those bidders whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to ECIC, price and other factors considered. ECIC reserves the right to consider proposals or modifications thereof received at any time before the award is made, if such action is in the best interest of ECIC.

If a contract is awarded, the selected bidder will be required to comply with the General Provisions, which will be a part of the contract.

2. **Range of Contract**

The contract amount will be determined by the scope of work outlined and in line with the deliverables outlined.

3. Rejection of Proposals

ECIC reserves the right to propose modifications to an applicant's proposed work team. ECIC also reserves the right to reject any and all proposals, call for additional submittals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of ECIC. ECIC may call previous clients of other databases completed by a prospective bidder even if they are not listed as a reference. ECIC reserves the right to negotiate a final project cost with any bidder the ECIC determines to have the best experience and expertise to successfully deliver the products described in this RFP. The RFP may be modified or canceled at any time prior to contracts being awarded.

4. Incurring Costs

The ECIC is not liable for any cost incurred by the Contractors prior to issuance of a contract.

5. All submissions must be in an 8 1/2" X 11" format.

6. Inquiries

Questions that arise as a result of this RFP must be submitted in writing to the ECIC. All questions must be submitted on or before the date specified on the cover letter.

Deliver 3 copies no later than 12:00 Noon (EST) May 27, 2009 to the attention of:

**Karen Roback
Early Care Specialist
Early Childhood Investment Corporation
221 N. Pine Street
Lansing, Michigan 48933**