



Request for Proposal
ECIC Child Care Data Hub
June 1, 2022

1. Project Overview

1.1. Background

The Early Childhood Investment Corporation (ECIC) was established in 2005 as a component unit of state government. ECIC collaborates to increase public and private investment in the earliest years, to elevate issues affecting young children and their families, and continuously improve Michigan's comprehensive early childhood system, ensuring every child has the opportunity to succeed in school and in life. In 2019 ECIC's Board adopted a new vision and values:

- All young children and their families and Michigan thrive. In order to make this vision a reality, we work to ensure:
 - Race, culture and community are celebrated assets in a young child's life.
 - Our work is informed by research and driven by the voices of diverse populations to achieve equitable outcomes for all children.
 - Collaboration is central to our work, and we strive to co-create knowledge and innovation for the field.

ECIC has four moonshot goals driving our efforts for the next 10 years. One of these goals is to make early learning and care affordable and accessible across Michigan.

1.2. Problem Statement

In order to meet our vision and future goals, ECIC wants to build a comprehensive child care database to support communications, program development and evaluation, and policy efforts. This database will help us meet our needs for planned and emergent data reporting and analysis related to child care issues and trends. We also need a database that has the capacity to link with external databases and sources that are managed by partner organizations.

Currently, our workflows necessitate that our staff operate independently on data collection and use. Each early childhood program within the organization defines its own process for working with data, often using email and spreadsheets instead of a shared database. We developed company-wide data governance and management policies and procedures in 2021; this project will further solidify the technical foundation for data across the organization.

1.3. Overall Goals

ECIC wants to establish a partnership with a technology vendor to improve and enhance an already established, relational database hosted in the cloud, to serve as a single source of truth for child care data for our organization. The database will also connect with several external data sources, providing ECIC staff with access to the data in one location for reporting and analysis. ECIC envisions the database to be a repository of early childhood data and information, collected from several data sources. To meet reporting and analysis requirements, where possible, data should be stored longitudinally.

We have taken a phased approach to building the system. Phase I was completed in fall 2021. This RFQ includes Phase II and will enhance the foundation of the ECIC data hub that is secure, accessible and compliant with governance policies. Phase II will allow us to scale, adding new data streams and more analytic capabilities.

2. Requirements

Following are the Phase II requirements related to this RFQ:

2.1. Database

Housed in the Microsoft Azure cloud, we currently have a limited use, centralized database in, which ingests and overwrites data nightly, from one source, using Azure Data Factory. Configure relational cloud database to further allow for data collection, reporting and analytics. ECIC will provide access to the current database for the contractor.

- Create a data lake to collect and maintain all ingested data.
- Preserve historical records rather than overwriting nightly ingested data.
- Connect the database to additional external data sources.
- Configure the database to ingest and connect historical data (Excel files).
- Fully connect the database to internal data sources (Salesforce, Constant Contact, SharePoint).
- Establish analytics capabilities from the database (PowerBI, Tableau).
- Recommend necessary capacity and skillsets for ECIC staff to manage/configure the database on an ongoing basis.
- Provide recommendations on data governance and security best practices.
- Provide consultation for monitoring and troubleshooting the database engine.

2.2. Current Data Sources

We currently pull data as needed from external data sources on a daily, weekly or as-needed basis.

- Connect to external data sources for the Great Start to Quality (GSQ) program. We anticipate 1-2 connections. New data gathered daily should be amended to tables daily to provide longitudinal records to ECIC.
- Connect to internal data sources for other projects (Salesforce, Constant Contact, SharePoint). We anticipate 2-3 connections. New data gathered daily should be amended to tables daily to provide longitudinal records to ECIC.
- Provide quote for cost of each connection, and estimated costs for additional connections.

2.3. Data Cleansing

Currently, data sources are cleaned manually by staff as needed (filtering, renaming headers etc.). Additionally, in our current database, there are limited scripts that run with the nightly data process that do minimal cleansing of the data by table. We have additional needs to ensure that the data is ready for ECIC staff to utilize.

- Provide consultation and quote for ETL process of external data (identify tools/programming language etc.).
- Provide consultation and quote for future needs (e.g. additional mapping, transformations etc.).

2.4. Reporting

Reports are built by staff in each ECIC program, using Microsoft 365 applications, and Tableau desktop. Our current and future analyses and reporting will focus on both **cross-sectional** and **longitudinal** studies.

- Provide consultation on connecting to existing analytics platform (Power BI, Tableau).
- Provide quote for basic data exports (SSRS or other opportunities).
- Provide consultation on data use (queries, extracts etc.).
- Build self-service analytics in the form of readily accessible dashboards (5-10) that are updated daily and hosted on our SharePoint site.
- Develop a public-facing interface for users to review, manipulate, and export data.

2.5. Knowledge Transfer

- Provide quote for live (virtual) or recorded trainings for ECIC staff.
- Identify training needs for different staff and processes.
- Provide documentation on build and usage.
- Identify roles and responsibilities for system management and use.

3. Timeline

3.1. Phase I

Phase I (prior to this RFQ): work identified in requirements section was completed in October 2021.

Summary:

- Build database.
- Connect to one external data source.
- Setup connection to existing analytics.
- Provide consultation and training.

3.2. Phase II

Phase II (in this RFQ) will expand our capabilities and include additional ECIC programs and partners. This will include all work noted in 2.1-2.5 above with the expected completion date of September 30, 2022.

4. Instructions to Vendors

4.1. Point of Contact

All communication with ECIC should be directed to the following with “RFP-Database” in the subject line:

Primary contact:

Alicia Guevara Warren
Senior Director of Policy and Advocacy
agwarren@ecic4kids.org

Additional contacts: cc all emails to:

Christy Opsommer
Director of Systems
copsommer@ecic4kids.org

Dana Frederick
Data Systems Manager
dfrederick@ecic4kids.org

5. Submission of Responses

5.1. Evaluation Criteria

Specific attention will be given to:

- Expertise and experience with similar projects
- Proposed work and understanding of each component of Phase II
- Ability to perform the work as requested
- Additional consulting capabilities
- References provided

5.2 Timing & Deadlines

ECIC will provide examples of data sources and additional materials if requested by 5:00 pm on June 10, 2022. Final responses must be received by 5:00 pm (EST) on **June 17, 2022** via email to Alicia Guevara-Warren at agwarren@ecic4kids.org with “RFP-Database” in the subject line.

The final decision will be made and chosen vendor notified by June 24, 2022.