# REQUEST FOR PROPOSALS

# DATABASE DESIGN AND PROGRAMMING SERVICES

# REQUIRED BY

# IDAHO ASSOCIATION FOR
# THE EDUCATION OF YOUNG CHILDREN



## RESPONSES DUE:

**July 31, 2015, by 5:00PM**

Idaho AEYC
4355 W Emerald St. Suite 250
Boise, Idaho 83706

July 10, 2015

Dear Prospective Bidder,

Idaho AEYC invites you to submit a proposal for the IdahoSTARS Database design and Programming Services project.

Idaho Association for the Education of Young Children (Idaho AEYC) is a 501 (c) (3) organization, and is dedicated to increase the quality of child care and education programs by helping those who care for and teach young children to improve their skills and professional practice. Our mission is to advance Idaho's early learning profession and advocate for children, families and those who work on behalf of young children.

Our organization seeks to consolidate our databases and implement a new user interface that will help us achieve our goal of advancing Idaho's early learning profession.  More information about this can be found in the following pages, along with details regarding our goals and selection criteria. Please submit your completed proposal no later than July 31, 2015 at 5pm.

Thank you for your consideration, and we look forward to reviewing your submission.

Sincerely,

Beth Oppenheimer
Idaho AEYC, Executive Director

## Background of Idaho Association for the Education of Young Children, Inc. (Idaho AEYC)

The Idaho Association for the Education of Young Children (Idaho AEYC) is a 501(c)(3), non-profit organization committed to promoting excellence in early child care and education. We are dedicated to quality child care and strong families. Idaho AEYC's mission is to improve professional practice in early care and education, build public understanding and support of quality early child care in our communities, and maintain a strong, diverse and inclusive organization.

Idaho AEYC was created in 1986 as a professional membership and advocacy organization supporting educators interested in improving early childhood education. Since its inception, Idaho AEYC is the proud initiator of innovative and nationally recognized projects such as the IdahoSTARS Professional Development System which includes the Steps to Quality program (STQ), and the Idaho's Strengthening Families Initiative (a child abuse prevention program)

Idaho AEYC is largely supported through a federal Child Development Block Grant. This funding is delivered to the Idaho State Department of Health and Welfare who contracts directly with University of Idaho's Center on Disabilities and Human Development. Idaho AEYC is a subcontractor of University of Idaho.

## Project Summary

Currently, Idaho AEYC uses several Access database applications in conjunction with NACCRRAware in order to keep records for the IdahoSTARS project. Recently Idaho AEYC has encountered issues regarding record keeping. At the moment there are several systems that enter data that are not connected to each other, which lead to data duplication and other problems. When there is a data discrepancy the NACCRRAware system is the most updated system to verify the integrity of the other databases. Idaho AEYC needs to integrate a centralized system to reduce the amount of duplicate and bad data that is entered.

In order to better serve our stakeholders, we have elected to update this system by April 2016**.** In addition to the ways we currently use our system, we also want the ability to consolidate the training database, and add additional features as specified in the Solutions Requirements Workbook.

It should be noted that this project is dependent on the availability of funds and should funding for this project cease or decrease the projects scope or existence will react commensurately.

## Goals

In order to meet the needs of its stakeholders, Idaho AEYC has outlined the following metrics for the successful integration of a new database into the organization's current practices:

- Create SQL Server database that integrates currently developed Access Databases of Scholarships, Professional Development System (PDS), and Steps to Quality (STQ) with the Training Database which is already in MSSQL
- Integrate NACCRRAware data elements into new SQL Server database using web services
- Staff training and customer support
- Develop convenient web based user interfaces based on current Access Applications
- Ensure developed database can be integrated with Department of Health and Welfare (DHW) in the future

## Ownership

The respondent must acknowledge and agree that Idaho AEYC will own applicable source and object code and any other information of any kind and in any form which is required to make updates or modifications to the acquired software suite. Idaho AEYC will also own any related documentation.

## Selection Criteria

During the review process, we will focus on the following areas, which are considered as pivotal to the success of the project and your company's partnership with Idaho AEYC.

- Understanding of project goals as demonstrated in proposal
- Total Cost of Project
- Experience & References

## Proposal Requirements

A completed proposal should include the following documentation. Only complete proposals will be considered.  Proposals not organized as set forth in this RFP may, at Idaho AEYC's discretion, be considered unresponsive. Do not refer to other parts of your proposal in lieu of answering a specific question.

- Cover letter
- Executive summary
- Company overview
- Detailed proposal
- Cost
- Proposed timeline
- Experience & References

Completed proposals should be submitted online and sent to [ndrashner@idahoaeyc.com](mailto:ndrashner@idahoaeyc.com). All attachments must be in .pdf file format.

-Or-

Completed proposal should be submitted by mail and addressed as follows:

> Idaho AEYC
> c/o Nathan Drashner
> 4355 W Emerald St. Suite 250
> Boise, Idaho 83706-2207

## Detailed Proposal

The RFP will have a detailed proposal section in which the company will break down how they will complete this project from start to finish. This section should include what technologies and resources the company will use in order to accomplish this project.

## Cost

All costs incurred by Idaho AEYC including those not listed will be included and detailed in the costs section; the amount(s) will then be combined in the Total Cost section. If there is no cost for a section, please state there is none.

- Software
- Licensing
- Development
- Total Cost of Project
- Consulting & Support

## Proposed Timeline

Project Timeline:

- Regular project meeting dates
- Progress reporting dates
- Draft reviews
- Milestone dates
- Soft launch
- Official launch
- Project debrief
- Any organizational dates that coincide with project

Timeline for proposal process:

- Issuance of RFP: July 10, 2015
- Submission deadline: July 31, 2015 at 5pm
- Applicants notified: August 14, 2015 by 5pm

# Experience

The experience section will at least include:
- Previous projects which are similar or applicable to this project
- Previous projects with similar use of technologies, Access, MSSQL Databases, etc.
- References and contact information for previous projects


# Contact Information

Questions regarding this request for proposal and any information outlined herein should be directed to:

Nathan Drashner
Assistant Director, Idaho AEYC
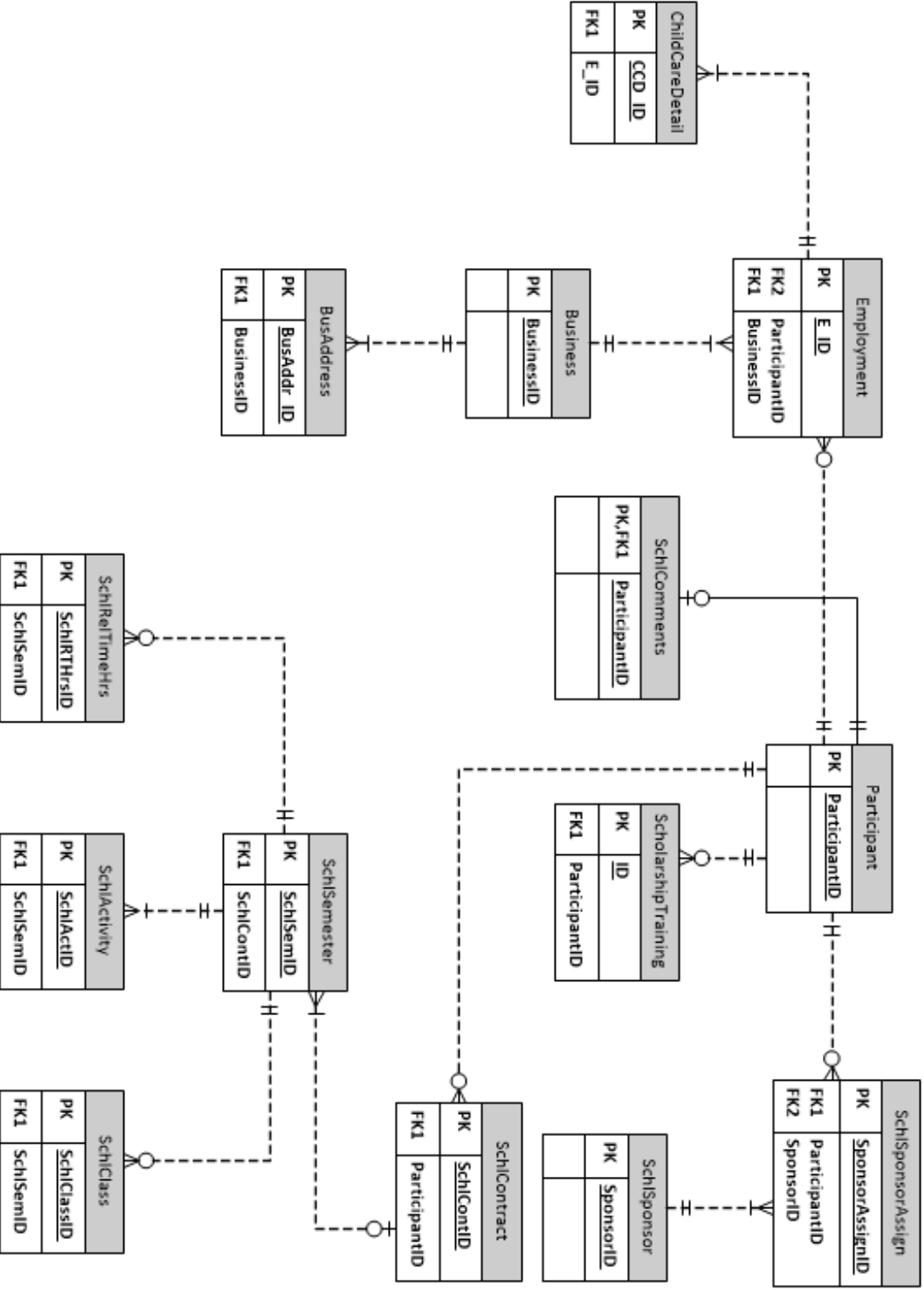ndrashner@idahoaeyc.org
208-338-4720

# Appendices

Appendix A: STQ ERD

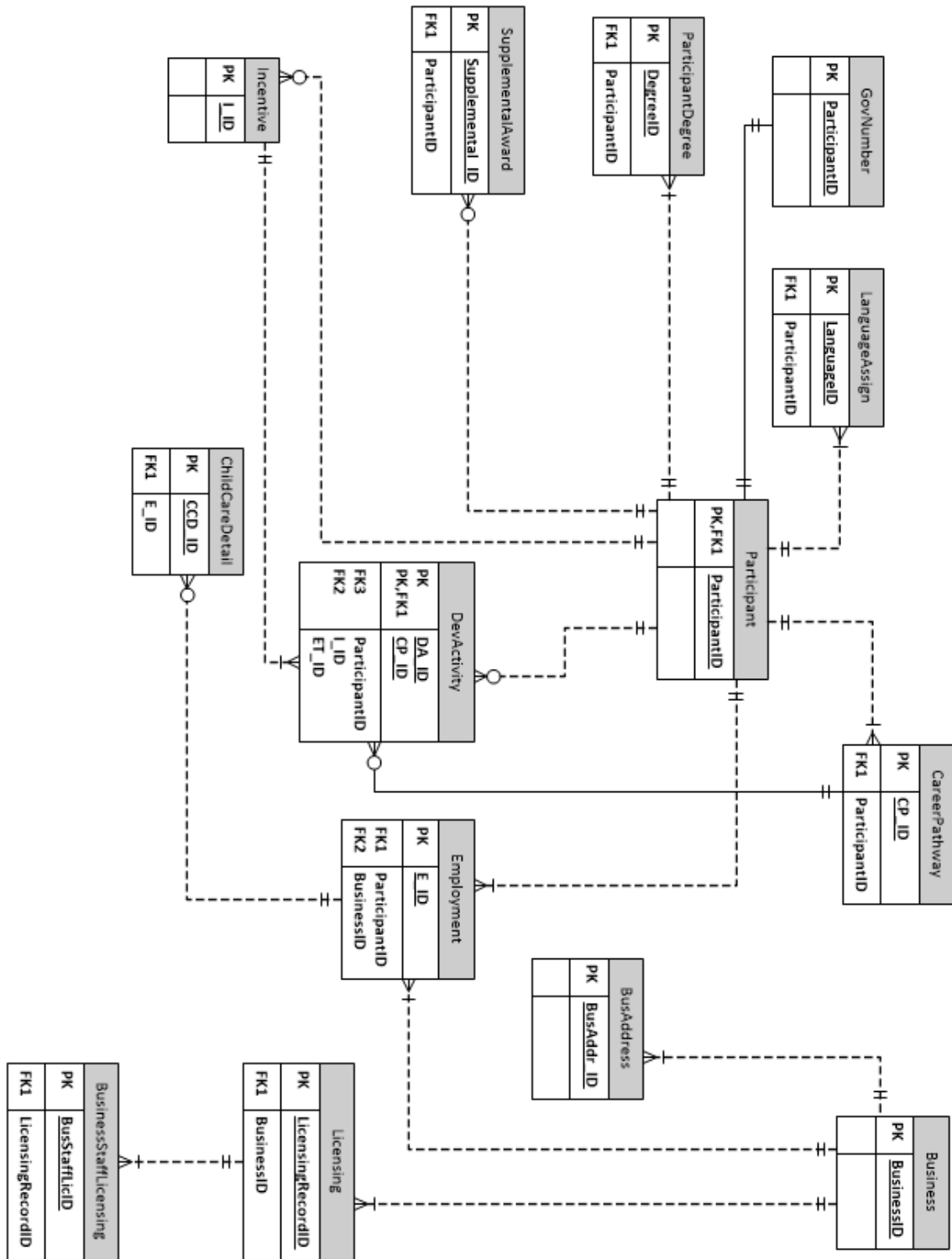(Detailed ERD with complete tables available upon request)
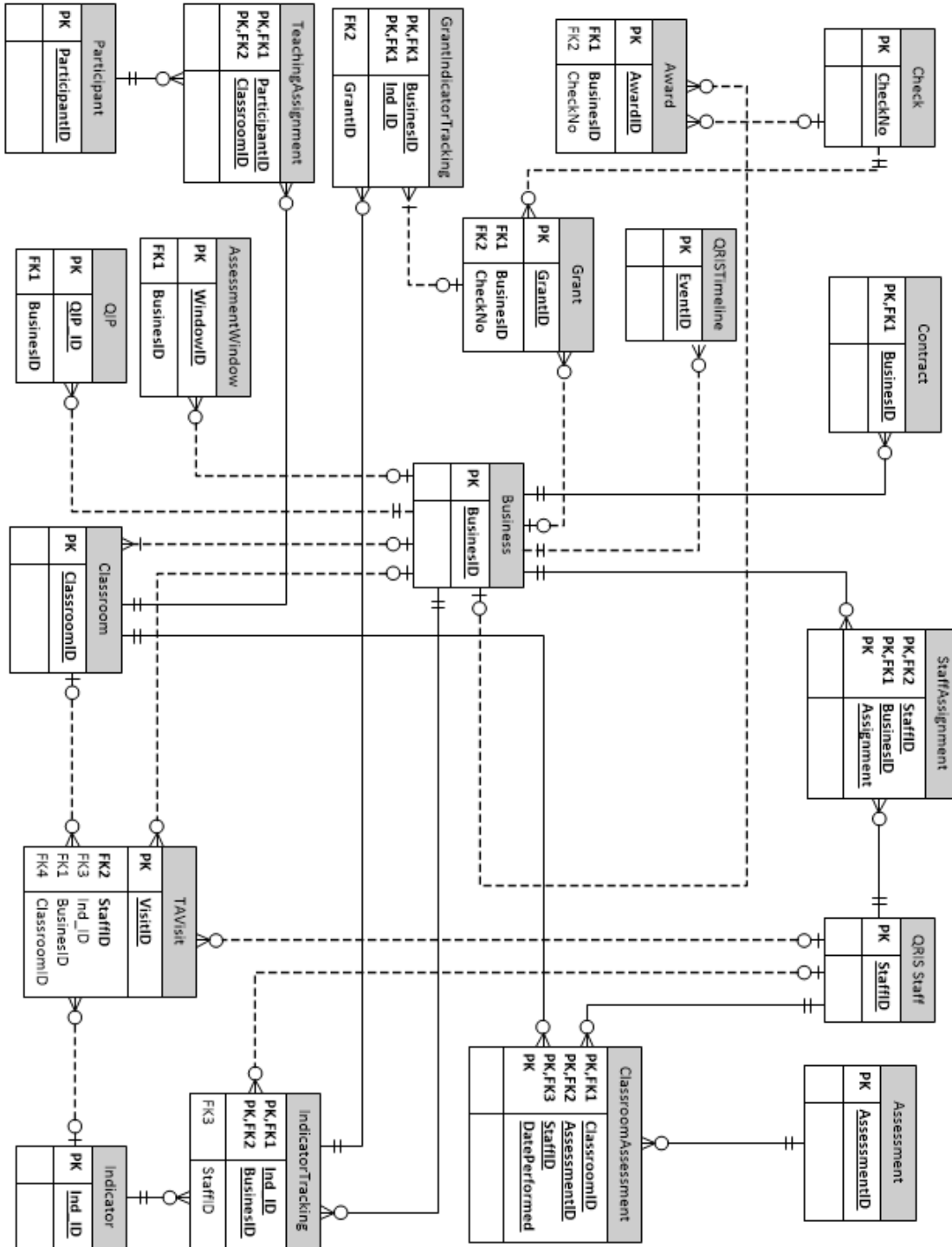
Appendix B:  Scholarship ERD
(Detailed ERD with complete tables available upon request)

Appendix C: PDS ERD
(Detailed ERD with complete tables available upon request)

Appendix D: STAR Solutions Requirements Workbook

STQ Workbook (formerly QRIS)

| | Requirements Detail | |
|---|---|---|
| ID # | Description<br>*The solution shall…* | Priority |
| QR 1.0 | The solution shall indicate the date the enrollment packet was received from the program | 1 |
| QR 1.1 | The solution shall indicate the date the verification packet was received from the program | 1 |
| QR 1.2 | The solution shall indicate the date the annual confirmation packet was received from the program | 1 |
| QR 1.3 | The solution shall indicate the date that the program director took on-line orientation | 1 |
| QR 1.4 | The solution shall indicate the date that the Director's orientation with the Consultant was conducted | 1 |
| QR 1.5 | The solution shall indicate the date that the Staff's orientation with the Consultant was conducted | 1 |
| QR 1.6 | The solution shall track the date the QRIS application was provided to the program | 1 |
| QR 1.7 | The solution shall indicate the date a program was accepted or denied to participate in QRIS | 1 |
| QR 1.8 | The solution shall indicate the anniversary date of the program that is accepted into the QRIS | 1 |
| QR 1.9 | The solution shall indicate the reason that a program was denied participation in the QRIS | 1 |
| QR 1.10 | The solution shall indicate the QRIS Step of a program | 1 |
| QR 1.11 | The solution shall indicate the date a program achieves a QRIS level | 1 |
| QR 1.12 | The solution shall indicate if a program is open or closed in the QRIS | 1 |
| QR 1.13 | The solutions shall indicate the closure reason | 1 |
| QR 1.14 | The solution shall indicate the date that a program is closed from QRIS | 1 |
| QR 1.15 | The solution shall indicate the Consultant assigned to the Program | 1 |
| QR 1.16 | The solution shall indicate the primary point of contact for QRIS | 2 |
| QR 1.17 | The solution shall track the history of Steps that a program has completed by date | 2 |
| QR 1.18 | The solution shall track if a program has received technical assistance on an indicator in the QRIS | 2 |
| QR 1.19 | The solution shall track is a classroom in a program has received TA on an indicator in the QRIS | 1 |
| QR 1.20 | The solution shall provide the ability to track a program's goals by indicator | 1 |
| QR 1.21 | The solution shall provide the ability to link funding that a program receives to the indicators in the QRIS | 1 |
| QR 1.22 | The solution shall indicate the date that a program intends to reach a goal in the QRIS | 2 |
| QR 1.23 | The solution shall indicate if a program's goal was achieved, abandoned or in-progress | 2 |
| QR 1.24 | The solution shall indicate when a Program is mailed a level achievement certificate | 1 |

## Requirements Detail

| ID # | Description<br>*The solution shall…* | Priority |
|---|---|---|
| QR 1.25 | The solution shall track and indicate if a child care program participating in the QRIS received a one time financial bonus to achieve and sustain quality | 2 |
| QR 1.26 | The solution shall track and indicate if a child care program participating in the QRIS received a financial grant to achieve and sustain quality | 2 |
| QR 1.27 | The solution shall track and indicate if a child care program participating in the QRIS received a financial award to achieve and sustain quality | 2 |
| QR 1.28 | The solution shall track the yearly and total dollar amount a child care provider participating in the QRIS received as a financial bonus to achieve and sustain quality | 2 |
| QR 1.29 | The solution shall track the yearly and total dollar amount a child care provider participating in the QRIS received as a financial grant to achieve and sustain quality | 2 |
| QR 1.30 | The solution shall track the yearly and total dollar amount a child care provider participating in the QRIS received as a financial award to achieve and sustain quality | 2 |
| QR 1.31 | The solution shall indicate the number of rooms in the facility | 2 |
| QR 1.32 | The solution shall indicate the names of the rooms in the facility | 2 |
| QR 1.33 | The solution shall provide the ability to list multiple classroom's required information in a program | 2 |
| QR 1.34 | The solution shall indicate the name of the room where an assessment was conducted | 2 |
| QR 1.35 | The solution shall indicate the number of staff present during the assessment | 2 |
| QR 1.36 | The solution shall indicate the teacher's first name and last name | 2 |
| QR 1.37 | The solution shall indicate the ERS used | 2 |
| QR 1.38 | The solution shall indicate the assessor conducting the assessment | 2 |
| QR 1.39 | The solution shall indicate if the reason for the assessment was for Step verification or Annual Confirmation | 2 |
| QR 1.40 | The solution shall indicate for which QRIS Step program is requesting verification | 2 |
| QR 1.41 | The solution shall indicate if an indicator is being verified or assessed | 2 |
| QR 1.42 | The solution shall indicate who is verifying or assessing the indicator | 2 |
| QR 1.43 | The solution shall indicate which indicators within a standard a program achieved | 2 |
| QR 1.44 | The solution shall indicate which indicators within a standard a program did not achieve and the reason | 2 |
| QR 1.45 | The solution shall indicate the program's overall score | 1 |
| QR 1.46 | The solution shall indicate the average of the overall scores | 2 |
| QR 1.47 | The solution shall indicate the PCR score (health and safety) | 2 |
| QR 1.48 | The solution shall indicate the space and furnishings subscale score | 2 |
| QR 1.49 | The solution shall indicate the listening and talking subscale score | 2 |
| QR 1.50 | The solution shall indicate the activities subscale score | 2 |
| QR 1.51 | The solution shall indicate the interaction subscale score | 2 |
| QR 1.52 | The solutions shall indicate the average of the interaction scores | 2 |

## Requirements Detail

| ID # | Description<br>*The solution shall…* | Priority |
|------|------|:---:|
| QR 1.53 | The solution shall indicate the program structure subscale score | 2 |
| QR 1.54 | The solution shall indicate the number of children enrolled at the time of the assessment | 2 |
| QR 1.55 | The solution shall indicate the maximum number of children allowed in the classroom at one time | 2 |
| QR 1.56 | The solution shall indicate the youngest child (by birthdate) in each classroom assessed | 2 |
| QR 1.57 | The solution shall indicate the oldest child (by birthdate) in each classroom assessed | 2 |
| QR 1.58 | The solution shall indicate the number of children with special needs/identified disabilities in each classroom assessed | 2 |
| QR 1.59 | The solution shall indicate the types of special needs/identified disabilities | 2 |
| QR 1.60 | The solution shall indicate when the assessment request was received by the assessment coordinator from the consultant | 1 |
| QR 1.61 | The solution shall indicate the two week window within which the assessment may be conducted | 1 |
| QR 1.62 | The solution shall indicate the two blackout dates for the two week assessment window | 1 |
| QR 1.63 | The solution shall indicate the date that the assessor/verifier was assigned to a program | 1 |
| QR 1.64 | The solution shall indicate the date that the assessment was conducted | 1 |
| QR 1.65 | The solution shall indicate the date the assessment was received from the assessor/verifier by the assessment coordinator | 1 |
| QR 1.66 | The solution shall indicate the validity date of the assessment | 1 |
| QR 1.67 | The solution shall indicate if a provider appealed the assessment score | 2 |
| QR 1.68 | The solution shall indicate the date that a provider appealed the assessment score | 2 |
| QR 1.69 | The solution shall indicate the date that the assessment office sent the assessment report to the consultant | 1 |
| QR 1.70 | The solution shall provide the ability to document all communication between parties | 1 |
| QR 1.71 | The solution shall indicate the date a contract for funding was approved | 1 |

Scholarships Solutions Workbook

| | Requirements Detail | |
|---|---|---|
| ID # | Description<br>*The solution shall…* | Priority |
| SC 1.0 | The solution shall indicate the type of scholarship that a provider applied for | 1 |
| SC 1.1 | The solution shall indicate the date that a provider applied for a scholarship | 1 |
| SC 1.2 | The solution shall indicate if a scholarship application was approved or denied | 1 |
| SC 1.3 | The solution shall indicate the reason that a application was denied | 1 |
| SC 1.4 | The solution shall indicate the total dollar amount of the scholarship award | 1 |
| SC 1.5 | The solution shall provide a history of the scholarships awarded to a provider | 1 |
| SC 1.6 | The solution shall indicate the check number associated with a scholarship payment | 2 |
| SC 1.7 | The solution shall indicate who the scholarship payment was issued to | 2 |
| SC 1.8 | The solution shall indicate the title of the training | 2 |
| SC 1.9 | The solution shall indicate the delivery method of a training | 2 |
| SC 1.10 | The solution shall indicate the name of the trainer/organization delivering the training | 2 |
| SC 1.11 | The solution shall indicate the contact information for the training/organization delivering the training | 2 |
| SC 1.12 | The solution shall indicate the training start date | 1 |
| SC 1.13 | The solution shall indicate the training end date | 1 |
| SC 1.14 | The solution shall indicate the registration cost for the training | 2 |
| SC 1.15 | The solution shall indicate the cost of training materials | 2 |
| SC 1.16 | The solution shall indicate the total requested amount for the training | 2 |
| SC 1.17 | The solution shall indicate the type of degree for which a provider is requesting a scholarship | 2 |
| SC 1.18 | The solution shall indicate if a provider is currently enrolled in a college degree program | 1 |
| SC 1.19 | The solution shall indicate the college/university that a providers wishes to receive a scholarship to attend | 1 |
| SC 1.20 | The solution shall indicate a provider's expected graduation date | 2 |
| SC 1.21 | The solution shall indicate the degree that a provider is pursuing | 2 |
| SC 1.22 | The solution shall indicate the name of the college course(s) for which a provider is requesting a scholarship | 1 |
| SC 1.23 | The solution shall indicate the number of credits for which a provider is requesting a scholarship | 2 |
| SC 1.24 | The solution shall indicate the course number | 2 |
| SC 1.25 | The solution shall indicate the credit hours associated with a course | 2 |
| SC 1.26 | The solution shall indicate the course(s) start date | 1 |
| SC 1.27 | The solution shall indicate the course(s) end date | 1 |
| SC 1.28 | The solution shall indicate the course subject area | 2 |
| SC 1.29 | The solution shall indicate the grade a provider received for a course | 2 |
| SC 1.30 | The solutions shall indicate if a provider completed or dropped a course | 2 |
| SC 1.31 | The solution shall indicate the tuition cost of the course(s) | 1 |
| SC 1.32 | The solution shall indicate the cost of the course materials | 1 |

## Requirements Detail

| ID # | Description<br>*The solution shall…* | Priority |
|------|-------------------------------------|----------|
| SC 1.33 | The solution shall indicate the total requested amount for the academic scholarship | 1 |
| SC 1.34 | The solution shall indicate the sponsoring employer (when applicable) | 1 |
| SC 1.35 | The solution shall indicate the status of a provider's contract status for academic scholarship | 1 |
| SC 1.36 | The solution shall indicate the date that a provider's contract was received | 1 |
| SC 1.37 | The solution shall indicate the date the a provider's contract starts | 1 |
| SC 1.38 | The solution shall indicate the date that a provider's contract ends | 1 |
| SC 1.39 | The solution shall indicate the term | 2 |
| SC 1.40 | The solution shall indicate the term year | 2 |
| SC 1.41 | The solution shall indicate the term status | 2 |
| SC 1.42 | The solution shall track if a provider submitted their grades for the term | 2 |
| SC 1.43 | The solution shall track the provider's GPA for the term | 2 |
| SC 1.44 | The solution shall track the provider's cumulative GPA | 2 |
| SC 1.45 | The solution shall track the number of release time hours that a provider takes during a semester | 2 |

PDS Solutions Workbook

| ID # | Description<br>*The solution shall…* | Priority |
|---|---|---|
| PD 1.0 | The solution shall indicate the date a provider applied to participate in PDS | 1 |
| PD 1.1 | The solution shall indicate the date a provider was accepted into the PDS | 1 |
| PD 1.2 | The solution shall indicate if a child care provider is active, in-active or pending participation in the PDS | 1 |
| PD 1.3 | The solutions shall indicate the date a provider is closed from PDS | 1 |
| PD 1.4 | The solution shall provide the ability to customize the reason a provider is closed (in-active) from PDS | 1 |
| PD 1.5 | The solution shall indicate if a provider is eligible for PDS incentives | 1 |
| PD 1.6 | The solution shall indicate the pathway level of a provider | 1 |
| PD 1.7 | The solution shall provide the ability to categorize a provider based on their positions | 1 |
| PD 1.8 | The solution shall indicate if the provider is an academic scholar | 1 |
| PD 1.9 | The solution shall indicate the type of award application that a provider submits | 1 |
| PD 1.10 | The solution shall indicate the date a provider submits an award application | 1 |
| PD 1.11 | The solution shall indicate if a provider's award application is approved, pending or denied | 1 |
| PD 1.12 | The solution shall indicate the reason a provider's award application was denied | 1 |
| PD 1.13 | The solution shall indicate the award amount  that a provider received | 1 |
| PD 1.14 | The solution shall indicate the amount of an enhanced award that a provider received  for being a QRIS provider | 1 |
| PD 1.15 | The solution shall indicate the amount of an enhanced award that a provider received  for longevity | 1 |

Requirements Detail