1. Would you consider extending the deadline by at least 1 week? Proposals for the ELC Lake Database Management System is scheduled to be presented to the Board of Directors on Wednesday, December 1, 2021. At this time an extension cannot be granted.

2. Can you please confirm which of following Provider programs are needed to be managed in the consolidated database solution?
   a. VPK – All ELC Programs will be supported within the Database Management System. At this time, it is anticipated that VPK Contract Monitoring and VPK Program Assessments will be managed
   b. STEPS to Readiness (QRIS) - YES
   c. Training and Mentoring - YES
   b. School Readiness – All ELC Programs will be supported within the Database Management System. At this time, it is anticipated that SR Contract Monitoring and SR Program Assessments will be managed
   e. Big Blue Bus - YES
   f. CCRR Provider Search/Map – YES

   Additional programs/services to be considered include, but are not limited to: ELC Internal Department data tracking, ELC Inventory, Procurements, Provider Grants, Local Grant Initiatives, ELC Forms, Parent Notifications Campaigns, Provider Notification Campaigns, Robo Calls for PEARLS program, Vendor Tracking, Travel Request and Reimbursement Support, Child Care Resource and Referral Provider Mapping, Communication Portal, ELC Onboarding Forms, Contracted Provider Onboarding Forms, Contracted Provider Management, etc.

3. Assuming that some or all of the programs listed above are part of the scope, are there particular programs that will require management workflows and alerts? SR and VPK Contract Monitoring, Colorful STEPS (QRIS) and Professional Development may need workflows and alerts. Additional workflows and alerts might be needed, based on the use of the Database Management System.

4. Can you please confirm that the consolidated database solution does NOT include family or child data? The initial rollout of the Database Management System will not include components that require or include family or child data. In the future, the ELC may include tracking components, Developmental Screening follow up which may include family or child data.
5. What, if any, data do you anticipate any data needing to be converted into the new consolidated database? The ELC will want to have the ability to import data from the statewide portal. Imports will be in CSV format.

6. Are any interfaces required with other systems, such as OEL? The ability for an interface (API) will be something that will be considered at a future stage of implementation.

7. What is your timeline for implementation? 1 to 3 months

8. Is there a preferred pricing template or structure to respond to this RFP? No, there is not a preferred pricing template or structure required.

9. Can you please provide us with more specific information about specific functionality that is vital both at the coalition level and the service provider level in regards to a new data management system. Ex;

   i. Closed Loop Referral Tracking – Ability to record, track and follow up on child care referrals. Document Case Notes, email case worker, etc.

   ii. Attendance and Participation Tracking – Ability to record and track attendance and participation for training and professional development campaigns.

   iii. Family Relationships – Ability to maintain information related to family relationships for programs and services provided.


   v. Assessments – Ability to be able to maintain and record both child assessment data if needed, as well as Program Assessment data and tracking (CLASS Assessments).

   vi. Client Portals – Maintain Client Portals as needed for programs offered by the ELC that is not being supported or managed in an external environment.

   vii. Volunteer Management – Maintain, record and manage a list of volunteers, contact information and events volunteered.

   viii. Census Data – Ability to import, manage and store Census Data.

   ix. Integration capabilities – Ability to handle CSV imports. Ability to handle API integrations if an agreement is created by all parties.
10. I understand that your coalition works with 150 service providers. Please let us know what the total user count (Number of people who need access across all providers and at the coalition) would be across the entire coalition so that we may provide you with exact pricing. At this time we cannot be certain as to the number of users that will need access. Currently the coalition has 28 staff in the organization chart and we services approximately 150 providers. If the proposal will include a price by user count approach, please provide a quote based on the range of users, ex., 0-100 users, 101-200 users, unlimited, etc.

11. Will this be the first data management platform your coalition has adopted, or is the Early Learning Coalition of Lake County Moving from a Legacy System? This will be the first data management platform, though imports may be needed from other systems that are currently in use.

12. If moving from a Legacy system, please provide us with the following information so that we can provide pricing for data migration needs. This will be the first data management platform, though imports may be needed from other systems that are currently in use.
   i. Details on the volume of data to be migrated. Unknown at this time
   ii. How many individual client records? Unknown at this time
   iii. How many total columns (fields) and rows of data? Unknown at this time
   iv. What format will the data be in? Can it be Excel or CSV files? CSV
   v. How clean is the data? Is your organization able to assist with data cleaning prior to upload? Data will be sterilized by ELC staff prior to importing

13. Would the County be willing to grant a 1-2 week extension to the RFP in order to give vendors time to prepare the most responsive proposal? Proposals for the ELC Lake Database Management System is scheduled to be presented to the Board of Directors on Wednesday, December 1, 2021. At this time an extension cannot be granted.