

## SERVICES AGREEMENT

### UNIFIED EARLY CHILDHOOD DATABASE

This Services Agreement (the "Agreement") is made and entered into as of the 8<sup>th</sup> day of November 2013 ("Effective Date") by and between the Collaboration for Early Childhood Care and Education, a Illinois not-for-profit corporation with its principal office located at Oak Park Village Hall, 123 Madison Street, Room 209 Oak Park, Illinois 60302 ("the Collaboration") and Chapin Hall Center for Children ("Chapin Hall"), an Illinois not-for-profit corporation with offices located at 1313 E 60<sup>th</sup> Street, Chicago IL 60637, each individually referred to herein as a "Party" and collectively as the "Parties."

#### RECITALS

**WHEREAS**, the Collaboration issued a Unified Early Childhood Database Solicitation Document (the "Solicitation"), a copy of which is attached hereto as Exhibit A, pursuant to which the Collaboration has requested responses from responsible vendors to enter into a multi-year contract to develop the database;

**WHEREAS**, Chapin Hall submitted to the Collaboration its response to the Solicitation and has been selected by the Collaboration to perform the service;

**WHEREAS**, this Agreement is intended to define the responsibility of Chapin Hall and the Collaboration under the Unified Early Childhood Database to develop the data base and provide the research expertise needed to (i) increase understanding of the characteristics and needs of the birth to five (5) year old population in Oak Park and River Forest, Illinois; and (b) monitor service usage and the Collaboration's progress in establishing an integrated, high quality, early childhood system of programs and services;

**WHEREAS**, Chapin Hall is a children's policy research center affiliated with The University of Chicago;

**WHEREAS**, the Collaboration is a non-profit organization conducting business in Oak Park and River Forest working to create a community-wide system of high quality early childhood programs;

**WHEREAS**, Chapin Hall and the Collaboration desire to enter into this Agreement whereby the Chapin Hall shall provide the services required to be performed in accordance with this Agreement described in Exhibit B attached hereto; and

**WHEREAS**, Chapin Hall is willing to enter into this Agreement with the Collaboration and the Collaboration is willing to enter into this Agreement with Chapin Hall on the terms and provisions and conditions hereinafter set forth.

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants, terms and conditions hereinafter expressed, and other good and valuable consideration, the receipt and adequacy and sufficiency of which the Parties hereto acknowledge, the Parties agree as follows:

1. SCOPE OF WORK.

- a. Chapin Hall, under the direction of the Principal Investigator, Robert Goerge, will perform and carry out the work described in Exhibit B ("Services") attached hereto and made a part of this Agreement.
- b. Chapin Hall agrees to perform the tasks and services specified in the scope of Services set forth on Exhibit B for the initial year starting on the Effective Date and ending June 30, 2014. It is understood and agreed that Exhibit B contains an estimate of the scope of Services and compensation therefor for each year of the term of this Agreement after the initial year. Chapin Hall and the Collaboration agree to further develop and refine the scope of work for years two (2) through five (5) including tasks, deliverables and compensation by May 15 of each year applicable to the next year of Services under this Agreement. Consequently, Exhibit B shall be amended each year of the term to incorporate the revised scope of work and compensation. The Collaboration and Chapin Hall shall meet within ten (10) days after each May 15 to review the costs for such changes and if they reach agreement, the agreement shall be reflected in a written amendment to Exhibit B.

2. TERM. This Agreement shall become effective as of the Effective Date and the term (the "Term") shall be as follows: (i) the first year shall commence on the Effective Date and end June 30, 2014; (ii) the second year shall commence July 1, 2014 and end June 30, 2015; (iii) the third year shall commence July 1, 2015 and end June 30, 2016; (iv) the fourth year shall commence July 1, 2016 and end June 30, 2017; and (v) the fifth year shall commence July 1, 2017 and end June 30, 2018. Either the Collaboration or Chapin Hall shall have the right to terminate this agreement upon thirty (30) days prior written notice to the other party.

3. CONSIDERATION. For the first year of the Term, the Collaboration shall reimburse Chapin Hall for the performance of work under this Agreement in the amount of \$77,336, in accordance with Exhibit B. Following agreement between the Collaboration and Chapin Hall on the scope of work and compensation therefor for the years after the initial year of the Term as provided in Section 1(b) hereof, there shall be no change in scope or compensation except pursuant to a change order agreed in writing by the Parties to this Agreement..

4. PAYMENT REQUIREMENTS:

- a. Chapin Hall shall submit invoices on a quarterly basis. Invoices shall be endorsed by an authorized party, contain an itemized description of the Services rendered including, without limitation, activities and time associated with such activities and, when applicable, the product developed and when delivered, and contain the following information: invoice date, contact name, "remit to" address and telephone number, project name, project number, and current billed amounts through the period indicated on the invoice.

Invoices should be sent to: Carolyn Newberry Schwartz  
Executive Director  
The Collaboration for Early Childhood  
Oak Park Village Hall  
123 Madison Street, Room 209  
Oak Park, Illinois 60302.

- b. **Payment Terms:** The Collaboration shall pay Chapin Hall within thirty (30) days following its submission to The Collaboration of an invoice that contains all of the information listed in (a) above and otherwise consistent with the terms of this Agreement.
5. **KEY PERSONNEL.** The individuals identified below are considered essential to the work being performed under this Agreement.

Designated Key Personnel: Robert Goerge

The Collaboration shall have the right to approve any change in the Designated Key Personnel.

6. **RELATIONSHIP OF PARTIES.** All Parties are and shall remain independent contractors and nothing herein shall be deemed to cause this Agreement to create an employment, partnership, joint venture, or other relationship between the Parties.
7. **OWNERSHIP RIGHTS/CONFIDENTIALITY.**
  - a. Any and all materials, analyses, reports and information developed by Chapin Hall and delivered to the Collaborative as a result of the Services performed by Chapin Hall under this Agreement (the "Work Product") shall be the property of and owned by the Collaboration and shall be deemed "Confidential Information" as provided in (b) below. If any Work Product provided to the Collaboration was in the possession of Chapin Hall as of the Effective Date or comes into the possession of Chapin Hall after the Effective Date other than as a result of the performance of Services under this Agreement, any such portion of the Work Product shall continue to be owned by Chapin Hall but shall be subject to an irrevocable license granted in favor of the Collaboration to use, reproduce, publish and/or distribute as part of the Work Product or as necessary in connection with the performance by the Collaboration of its responsibilities and obligations under any agreements to which it is a party or as otherwise deemed necessary by the Collaboration. The Collaboration and Chapin Hall shall recognize the use and ownership rights of each Party in connection with the Work Product according to the foregoing provisions.
  - b. Chapin Hall shall not disclose to any third party the Work Product without approval of the Collaboration and, except as excluded from the definition of Confidential Information as provided in this Section 7, the Work Product shall be deemed proprietary and/or confidential information under this Agreement ("Confidential Information"). In addition, either Party hereto may disclose to the other information which such disclosing Party may deem proprietary or confidential which may consist of: (i) written information clearly marked as "proprietary" or "confidential" and pertaining to such Party; (ii) oral information reduced to writing within thirty (30) days of oral disclosure and clearly marked "proprietary" or "confidential"; and pertaining to such Party; and (iii) information regarding specific individuals, families and service providers; and, in each case, such information shall be deemed Confidential Information hereunder. The Party Receiving such information shall use such Confidential Information solely for the purposes of this Agreement and shall otherwise protect the other Party's Confidential Information from disclosure using at least the same degree of care as it uses to protect its own Confidential Information. Except as otherwise provided herein relating to the use of Confidential Information pursuant to this Agreement, the disclosure and receipt of Confidential Information shall not of itself be construed as a grant or any license with respect to the information so disclosed and received.

- c. For purposes of this Agreement, Confidential Information shall not be deemed to include: (i) any information which a Party can demonstrate was public knowledge or becomes public knowledge without the fault of any Party; (ii) any information that is or has been provided to such Party by an independent source that has no obligation of confidentiality to the disclosing Party; or (iii) any information that is independently developed by a Party without reference to Confidential Information disclosed to such Party under this Agreement as party of the Services to be performed hereunder.
  - d. In the event that a Party is required by law, regulation or judicial or administrative process or procedure to disclose any Confidential Information, that Party shall promptly notify the other Party in writing and, if permitted by law and if the other Party objects to the disclosure, shall not disclose such Confidential Information until the other Party has taken appropriate steps to seek a protective order or other appropriate remedy to prevent or limit disclosure.
  - e. Upon termination of this Agreement, either upon expiration of the Term or sooner as herein provided, all Confidential Information of the Collaboration in the possession of Chapin Hall shall be turned over to and delivered to the Collaboration.
8. TERMINATION. Either Party may terminate this Agreement at any time by giving the other Party thirty (30) days prior written notice to the other Party. In the event of termination, Chapin Hall will be entitled to payment for services rendered up to the date of termination less any amounts owed to the Collaboration hereunder.
9. INDEMNIFICATION. Each Party shall be responsible for its negligent and willful acts or omissions and the negligent and willful acts or omissions of its employees, officers or directors, to the extent allowed by law and will indemnify, defend and hold harmless the other for such acts.
10. REPRESENTATIONS AND WARRANTIES.
- a. Services Performed: Chapin Hall agrees that the Services performed by its employees, agents and subcontractors, will be of a high quality and performed in a professional manner and in compliance with all applicable laws and regulations, including but not limited to all applicable licensing requirements. Chapin Hall also agrees that the Services will meet the requirements of this Agreement.
  - b. Original Work: Chapin Hall agrees that any and all work delivered to the Collaboration in the course of Services performed under this agreement shall be its original work, has been developed by Chapin Hall, its employees, agents and subcontractors, and does not, to the best of its knowledge, infringe upon or misappropriate any third party's copyrights, patents, trade secrets or other intellectual property rights or the terms of any license or contract applicable to Chapin Hall.
11. NOTICES. Any notices to be given under this Agreement shall be in writing and shall be deemed duly given on (i) the date of personal or courier delivery; (ii) the date of transmission by telecopy or other electronic transmission service, provided a confirmation copy is also sent no later than the next business day by first-class mail, return receipt requested, postage prepaid; or (iii) three business days after the date of deposit in the United States mail, sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

For the Collaboration:  
Carolyn Newberry Schwartz  
Executive Director  
Collaboration for Early Childhood  
Oak Park Village Hall

123 Madison Street, Room 209  
Oak Park, IL 60302

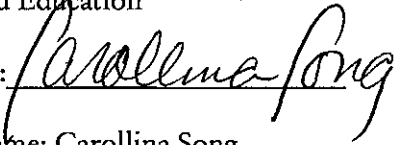
For Chapin Hall:  
Camille Turner  
Manager of Research Administration & Compliance  
1313 East 60th Street  
Chicago, IL 60637  
cturner@chapinhall.org  
Telephone: 773.256.5146  
Fax: 773.256.5346

12. PUBLICITY. Neither Party shall make reference to the other Party in a press release or any other written statement in connection with the Services and the Project without the other Party's prior approval.
13. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Illinois without regard to conflict of law principles.
14. ASSIGNMENT. This Agreement shall be binding on the Parties hereto and upon their respective successors and assigns. Chapin Hall may not assign or delegate any right or obligation hereunder without the prior written consent of the Collaboration, which consent shall not be unreasonably withheld, and any attempted assignment or delegation in violation thereof shall be void.
15. THIRD PARTY BENEFICIARIES. The Parties acknowledge that there are no intended third party beneficiaries of this Agreement.
16. FORCE MAJEURE. Chapin Hall shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any reason beyond Chapin Hall's reasonable control, or by reason of any of the following occurrences: labor disturbances or labor disputes of any kind, accidents, failure of any governmental approval required for full performance, civil disorders or commotion's, acts of aggression, floods, earthquakes, acts of God, energy or other conservation measures, explosion, failure of utilities, mechanical breakdowns, material shortages, disease, or other such occurrences. Chapin Hall shall take all reasonable steps within its control to mitigate the effect of any of the foregoing events in the performance of the Services hereunder.
17. SEVERABILITY. In the event a court of competent jurisdiction holds any provision of this Agreement to be invalid, such holding shall have no effect on the remaining provisions of this Agreement, and they shall continue in full force and effect.
18. ENTIRE AGREEMENT. This Agreement with its incorporated exhibits, if any, constitutes the entire services agreement between the Parties and supersedes all prior negotiations, representations, commitments, offers, contracts and writings. Any amendments or further addenda hereafter made shall be in writing and executed with the same formality.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in duplicate by proper persons thereunto duly authorized.

Collaboration for Early Childhood Care and Education

Chapin Hall Center for Children

By: 

By: \_\_\_\_\_

Name: Carollina Song

Name: Bryan Samuels

Title: Board Chair

Title: Executive Director

Date: 11/8/13

Date: \_\_\_\_\_

EXHIBIT A  
Solicitation

**Request for Information (RFI)  
Collaboration for Early Childhood**

<b>Information Session Webinar:</b>	July 18, 2013, 10AM (See Timeline for details.)
<b>Letter of Interest Due:</b>	August 1, 2013, 5PM
<b>Responses Due:</b>	August 16, 2013, 5PM
<b>Interview with Top Respondents:</b>	TBA

**Contact:** Carolyn Newberry Schwartz  
cnewberry@collab4kids.org  
Phone: 708-613-6122

**Deliver to:** Carolyn Newberry Schwartz  
cnewberry@collab4kids.org

**OVERVIEW**

The non-profit Collaboration for Early Childhood recently entered into a five-year contract for early childhood services with Oak Park Elementary School District 97, Oak Park and River Forest High School District 200, and the Village of Oak Park to establish a comprehensive, high-quality system of services. The contract for services calls for: 1) the development of an information system, 2) the establishment of baseline measures for service delivery in the first two years, and 3) continued measurement against those baselines in the remaining three years. The start date for this work is July 1, 2013.

The Collaboration is issuing this RFI to determine the potential partnerships that can be established to provide the services outlined below. Respondents should provide their interest and qualifications for all or part of the requirements, and demonstrate their experience with partnering with other entities to provide a complete array of services to the Collaboration. The respondent's ability to function as the prime entity coordinating various partners is encouraged, but the Collaboration is also interested in responses from providers with commercial off-the-shelf (COTS) database products who propose to work in partnership with a professional services provider.

The goals of the Collaboration's new information system are to:

1. Describe Oak Park's and River Forest's very youngest children and lead to a consent-based data collection effort;
2. Track service delivery levels;
3. Allow for the assessment of the impact of the Collaboration's programs.

## **BACKGROUND**

The Collaboration for Early Childhood is a public/private partnership that leverages the resources of more than 60 local agencies to promote the development of a comprehensive, community-wide system of high-quality programs and services to foster physical, cognitive and social-emotional development during the critical first five years of life. All Oak Park jurisdictions participate in the Collaboration for Early Childhood: the Village of Oak Park, District 97, District 200, Oak Park Township, Oak Park Public Library and Park District of Oak Park. In addition to the jurisdictions, the Collaboration's partners include a wide range of early childhood service providers and stakeholders. The Collaboration serves as the local "table" at which virtually all stakeholders in the early childhood system meet regularly.

The work of the Collaboration is organized around four key areas:

Developmental Screening: The Collaboration works with area pediatricians, family practice physicians and preschool and child care providers to promote universal developmental screening for children birth to five. The Collaboration also provides hearing and vision screening to more than 1,100 preschool children, and works with all providers to ensure that children who need further assessment and services receive them.

Professional Development: The Collaboration works to increase the professional qualifications and skills of early care and education teachers and family child care providers through participation in professional development activities, college-level classes, and statewide quality enhancement initiatives like Great START, Quality Rating System and Gateways to Opportunity. The Collaboration fosters professional communities through its Directors Round Table and Family Child Care Provider Round Table.

Parent Information and Support: Through contracts with family support agencies, the Collaboration seeks to engage parents of at-risk children birth to three in a home visiting program, to provide all parents of children birth to three with opportunities to receive periodic guidance through home visits, and to participate in a parent group or network. It also works to ensure that every parent has information about child development and services available in the community.

Public Preschool Coordination: The Collaboration works with three Preschool for All agencies and Head Start to find and enroll all at-risk children in Oak Park and River



Forest in high-quality preschool (part-day or enriched, full-day program). It also provides technical support, training, and mentoring to ensure a strong curriculum and high-quality interactions between staff and children.

## **SCOPE OF WORK**

The database(s) described in this RFI will enable the Collaboration to better understand the characteristics and needs of the birth to five population in Oak Park and River Forest, to monitor progress, and to ensure that the programs and strategies being implemented across the Oak Park and River Forest communities make a meaningful difference in children's development.

Information system: The different components of the database should achieve the following:

1. Information about families with young children: where they live, socioeconomic information and other relevant data.
2. Program participation, service usage and program impact.
3. Early childhood care and education staff qualifications, professional development activities, participation in Illinois State quality enhancement programs and participation in Collaboration programs and services.

As such, in creating this new system, respondents should:

1. Perform the following tasks related to database development and management: design, build, maintain, data cleansing, import, export. This includes streamlining data cleaning procedures for data validity and controls.
2. Work with the Collaboration to capture relevant data from existing databases and determine new data fields. This will include developing components to capture data from partner agencies.
3. Work with Oak Park School District 97, River Forest School District 90 and the State of Illinois to coordinate data systems.
4. Provide both the front end interface and back end structure of the new system.
5. Develop report forms and create reports.
6. Provide a system that is easily accessed from multiple, non-networked locations by non-technical staff who may not work together regularly.
7. Provide a system easily supported and maintained by non-technical staff.
8. Train staff in data entry best practices and report writing.
9. Either customize an existing service or system, or create a new one to meet the Collaboration's requirements.
10. Measure against the baseline.
  - a. Streamline data cleansing procedures for data validity and controls.
  - b. Encompass components that capture data from partner agencies and other sources.

## **Program Goals and Measures**

**Child Outcome Goal:** Every child has access to high-quality early childhood care and education, and arrives at kindergarten healthy, safe, ready to succeed and eager to learn.

Benchmarks/Annual Targets, starting in FY 2016:

1. % of children who are identified through screening as needing assessment and or services received them.
2. % of children in Oak Park and River Forest Preschool for All and Head Start programs who demonstrate age-appropriate proficiency in each domain of development in accordance with the Illinois Early Learning Standards.
3. % of children entering kindergarten who demonstrate age-appropriate proficiency in the kindergarten readiness assessment administered by District 97 and District 90.

**Service Delivery Outcome Goal:** Parents and children receive the early childhood care and education and parenting education and support services they need.

Benchmark/Annual Targets, starting in FY 2016:

1. % of kindergarten students with Free or Reduced Price Lunch assistance who have a history of participation in Preschool for All / Head Start, a National Association for the Education of the Young Child (NAEYC) accredited program or a program meeting the Illinois Quality Rating System of 3 or 4.
2. % of teen parents and families receiving All Kids Level 1 health insurance for their child under age 3 who receive referral to intensive parent education program.
3. % of referred parents who choose to participate in the intensive parent education program.
4. % of kindergarten and 1st grade students with Individual Educational Plans (IEPs) who have documentation of receiving services in early childhood (if they lived in Oak Park or River Forest during their early childhood years).

**System Outcome Goal:** Oak Park has a high-quality, coordinated early childhood system.

Benchmarks/Annual Targets, starting in FY 2016:

1. % of families with children under age five who are included in the voluntary database and receive developmental information and an early childhood resource directory.

2. % of teachers and directors in Oak Park and River Forest early childhood programs who have above minimum state educational requirements for their role.
3. % of teachers and child care providers who have more than the state mandated 15 documented hours of continuing professional development each year.
4. % of preschools, child care centers and homes who are engaged in the Illinois Quality Rating System, and improve their scores each year.

### **Database Environment**

The Collaboration for Early Childhood must collect and manage several types of data in order to fulfill the requirements described above. Data sources fall into three broad categories: data the Collaboration collects directly, data from commercial tools, and data collected by Oak Park School District 97. The attached spreadsheet provides a more detailed set of information about each of the data sources under each category. The Collaboration needs database support services **within** each of the three categories, with the type of service differing according to the category. In addition, the Collaboration requires support to build a summary database for research purposes that brings together the data **across** all three categories.

**Category 1: Data collected directly by the Collaboration.** Through staff outreach directly to the community and public preschool programs, the Collaboration collects data about children, families, and child care/preschool providers. These data collection vehicles are designed and developed by Collaboration staff, and they are returned directly to Collaboration staff, often on paper.

- Most data sources include individually identifiable sources of information (names, ID numbers, etc.).
- The Collaboration “owns” this data — the Collaboration is able to change the questions being asked, the options for each question, etc.

The Collaboration has worked with volunteers and an outside developer to set up an initial database using CiviCRM. The attached spreadsheet identifies which data sources are currently in CiviCRM and which are not yet included. The goal is to have a single point of entry for all data in this category so that it is easy for non-technical staff to add to and access the data.

#### *Services needed:*

- a. Evaluate the Collaboration’s current CiviCRM database to determine whether it should be expanded to include all data in this category or whether a different database and application platform is recommended.
- b. Design a data model to accommodate the additional data being collected but not yet stored.
- c. Develop a simple user interface for centralized data entry by Collaboration data entry staff.
- d. Develop basic reports for self-service by Collaboration staff.

- e. Review data thoroughly before combining sources.
- f. Develop an app or web form for end-user direct data collection via iPad or website, to go directly into the database.
- g. Assess if there should there be a separate database/app for each type of data being collected or one database with several interfaces.

**Category 2: Data collected via commercial tools on behalf of the Collaboration.** Through staff outreach to child care centers in the community, center staff and parents now participate in structured assessments of children being served using commercial tools such as Ages and Stages – Social Emotional and Teaching Strategies Gold.

- The licensing costs associated with the center conducting the assessments are paid by the Collaboration, and the center is not using the data for its own purposes.
- The data is provided directly to the Collaboration by the commercial entity, and includes individually identifiable sources of information.
- The Collaboration cannot change what data is collected.

*Services needed:*

- a. Develop a data model to store the data being collected — longitudinal data for individuals is anticipated.
- b. Clean and load new data as it is available.
- c. Develop basic reports for self-service by admin user for each data source.
- d. Assess if there should there be a separate database/app for each type of data being collected or one database with several interfaces.

**Category 3: Data collected by 3rd parties to be shared with the Collaboration.**

This is an important distinction from the second category. This category includes student assessment data collected by Oak Park District 97, which serves PK – 8. The data collection process — what data to collect, how often, and all detailed response processes — is entirely controlled and managed by the school district for its own purposes.

- All costs associated with the collecting the data are the responsibility of the 3rd party.
- The data sharing agreement allows District 97 to share individually identifiable data with the Collaboration for the purposes of conducting longitudinal analysis.

*Services needed:*

- a. Develop a data model to store the data being collected — longitudinal data for individuals is anticipated.
- b. Clean and load new data as it is available.
- c. Develop basic reports for self-service by admin user for each data source.

**Research Database.** In order for the Collaboration to provide reports and analysis, as required by the contract with our funders, the Collaboration must be able to connect our various data sources (data about the same child from multiple sources, including longitudinal data, etc.) in one place. Furthermore, the Collaboration must comply with all relevant FERPA regulations and seeks assistance to:

- a. Develop a methodology to assign a Collaboration identifier to each entity that translates back to personally identifiable data from other data sources (and maintain the translation tables).
- b. Design a data model that joins together as much data as possible to facilitate research.
- c. Populate the database and update tables on a regular basis as refreshed data becomes available.
- d. Determine the most efficient approach to making a data set available to outside researchers on an ongoing basis, without allowing access to the translation tables that trace back to individually identifiable data. This might result in creating a separate database on a regular basis, or developing a secure view or set of views of the main database.
- e. Develop reports designed to address specific outcome measures the Collaboration is required to produce.
- f. Work with Collaboration staff and volunteers to develop additional research questions and methodology to demonstrate how the Collaboration's resources and efforts are related to specific outcomes or trends.

## **WORKING RELATIONSHIPS**

The Collaboration's Database Committee, comprised of researchers, database developers, database administrators and data analysts, will work cooperatively with the Vendor on this contract by providing guidance and feedback. This committee meets monthly and also guides the research projects and measurement/impact studies for the Collaboration. The Collaboration's Executive Director will provide the primary interface between the Collaboration, its partners, volunteers and the Vendor to coordinate and manage the day-to-day work on the project. The Vendor will be expected to engage in regular communication with the Database Committee and any third party contractors or partners through the Executive Director. While the committee will provide important guidance and will make recommendations, all final decisions will rest with the Executive Director and ultimately with the Board of Directors of the Collaboration. The Vendor will be asked to provide status updates at a mutually agreed upon schedule. The Collaboration's funders and/or Board may require an annual presentation of the status of the data work in which the contractor may be asked to participate.

## **PRIVACY**

The Collaboration and its partners work with data that is often protected by the

FERPA (Federal Educational Rights and Privacy Act) or HIPAA (Health Insurance Portability and Accountability Act) and their Illinois counterparts (e.g. Illinois School Students Records Act).

Respondent should describe their experience working with these types of privacy constraints and the ways in which they can assist the Collaboration in adhering to the spirit and the letter of these regulations.

## **RESPONSE REQUIREMENTS**

Responses should include the following:

1. Qualifications for part or all of the Scope of Work.
2. Ability to partner with other respondents, if applicable.
3. Resources the respondent brings to the project (personnel, technology systems, etc.).
4. Resources the respondent requires of the Collaboration or other partners (personnel, technology systems, time, etc.). Include communication and project management expectations.
5. A rate structure for the personnel and resources involved, and an explanation of cost drivers for the first two years that focuses on developing an information system, and for the next three years that focuses on measuring against baselines.
6. Assets (non-personnel) that can assist this project (e.g. similar databases, hardware/software, etc.). Include concurrent or future work that could provide economies of scale or other benefits.
7. Flexibility in handling an ebb and flow of workload.
8. Explanation of technical approach, including how your firm 1) understands the requirements and purposes of the Collaboration's database needs, 2) would develop a work plan, and 3) envisions communication roles and coordination with the Collaboration.
9. Example. For illustrative purposes, discuss your technical approach and an associated level of effort (by staff category) for the first two steps identified under 'Research Database' tasks: "a. Develop a methodology to assign a Collaboration identifier to each entity that translates back to personally identifiable data from other data sources (and maintain the translation tables)" and "b. Design a data model that joins together as much data as possible to facilitate research." Briefly explain key challenges in undertaking each task and how you would handle them, the assumptions underlying your level of effort estimates, and a reasonable schedule of activities for implementation. This example is for illustration only and does not represent a quote of budget, scope or timeline by the respondent.
10. Share with us why you're interested in this project. What is your experience and understanding of community-based systems and capacity building?

Include thoughts on how local database work can inform and improve larger efforts at the state, regional and even national levels.

11. Brief corporate history.

12. Agency fiscal position. Provide evidence of Vendor fiscal position.

13. Responses should not exceed 25 pages.

## **TIMELINE**

The information system must be fully functional and providing reports based on valid data no later than July 1, 2015. Therefore, the system must be technically solid, data must be entered and validated, and staff trained prior to that date.

- July 18, 2013, 10AM: An Information Session will be conducted via webinar to answer questions. Provide email addresses for all webinar participants to Carolyn Newberry Schwartz, [cnewberry@collab4kids.org](mailto:cnewberry@collab4kids.org) by July 17, 12PM. Firms may have multiple participants.
- August 1: Letter of Interest due. This is highly recommended, but not required.
- August 16: Responses are due in full.
- August 17 to August 27: The Collaboration reviews responses and interview firms.
- August 28 to September 20: Contract negotiations and approval.
- **Note:** A key milestone will be due approximately 45 days after contract approval — a project plan should be in place by mid-November, 2013.

## **SELECTION CRITERIA**

The Collaboration will evaluate responses and select the partner(s) for services as they relate to the experience and qualifications of the respondent to provide the required services. The criteria that will be considered include but are not limited to:

1. Work with data of children birth to age five and their families.
2. Dealing with data sharing issues under FERPA, HIPAA, and other confidentiality concerns.
3. All deliverables as listed in the Scope of Work.
4. Commitment and ability of the project team to handle varying workloads.
5. Ability to bring economies of scale or other resources to this project to keep the Collaboration's cost down.
6. Past performance doing analogous work on projects of similar scope and complexity.
7. Commitment and ability to work with an innovative organization that is rapidly growing and which utilizes a combination of paid staff, highly qualified volunteers, and in-kind contribution of staff from partner organizations.

## **CONDITIONS AND CONSIDERATIONS**

The Collaboration reserves the right to waive any and all requirements of this RFI if it determines that such waiver is in the best interest of the Collaboration. The Collaboration reserves the right to partner with more than one entity, if that is in the best interest of the Collaboration (i.e. the qualifications are complimentary and serve different needs). The Collaboration may ask the respondents to enter into conversations and negotiations about how their services can be blended. All subcontractors must be pre-approved by the Collaboration.

The Collaboration anticipates entering into a five-year contract with the selected Vendor. However, its continuation will be reviewed annually for performance and also depends upon the maintenance of the contract for services between the Collaboration and the Village of Oak Park, Oak Park Elementary School District 97 and Oak Park and River Forest High School District 200 that is the basis for the purchase of this service. The budget for the work reflected above is a minimum of \$60,000 annually with the expectation of a multi-year relationship and potential growth in the future.

### **ATTACHMENTS:**

- Contract for Services between the Collaboration and funding agencies.
- List of associated databases.

See [www.collab4kids.org](http://www.collab4kids.org) for more background.



Exhibit B

Collaboration for Early Childhood  
Chapin Hall Tasks, Timeline, and Activity Costs for Year 1

Project Year 1: November 2013 to June 2014			
Activities	Tasks	Deliverables	Timeline and Costs
Administrative Activities	Monthly status phone calls	Phone updates to discuss work completed, any concerns, etc.	Throughout the Project Year  Cost = absorbed throughout activities below
	Quarterly and final status and fiscal reports	* Quarterly and final reports (ying work completed during the reporting period and hours/budget expended). Reports should track a cumulative % of budget expended for each activity and cumulative % complete for work each activity.	
1. CIVICRM database trage	Host for new data model and application	* Environment in compliance with all regulatory requirements (HIPAA, FERPA, appropriate security measures)	November 2013 – January 15, 2014  Cost = \$13,970
	Identify year 2 activities and deliverables		
	1a. Review CIVICRM database and transfer data into a platform that can be accessed for reporting	* CIVICRM database hosted at Chapin Hall in original format or in MySQL.	
2. Operationalize Benchmarks	1b. Outline Collaborator's immediate report needs and produce reports to meet these	* Recommend reporting strategy to Collaboration - provide requested reports OR develop simple reporting platform for self-service reporting. * Reports or reporting platform, depending on previous deliverable.	November 2013 – February 2014
	2a. Identify data needs and sources for each indicator (based on key outcomes of interest: children, service delivery and coordinated early childhood system)	* Methodological Plan that outlines each measure and its formula for calculation. The document will include specifications for the manipulation of raw data needed to produce the outcome measures and an overall assessment of the data quality associated with producing each measure. In addition, the document will identify any measures that are not possible to produce given the data available, as well as any potential alternative sources of data or reasonable proxies to obtain similar outcome information.	
	2b. Specify how each indicator will be calculated: design a methodological plan to translate data fields into indicators that provide interpretable measures	* Hold a half-day workshop for the Measurement and Evaluation committee to educate the members on the methodological plan. The goal is for all members of the committee to be able to speak clearly and accurately about the measures we will be establishing baselines for and measuring progress against. The workshop should include an explanation of why specific data sources were chosen or eliminated and what the limits of analysis are, given the quality and linkages of the data.	
	2c. Review data sources and calculations with Measurement and Evaluation Committee: main objective is to align the design of indicators so that they are responsive to the objectives of, and easy to interpret by the Collaboration	* Brief presentation to the Collaboration's Governing Board members to set appropriate expectations and understanding about baseline measures.	November 2013- February 2014 Cost = \$26,602

**Exhibit B**

	<p>2d. Develop timeline and plan to produce indicators</p> <p>3a. Document existing data already available to the Collaboration and their sources</p> <p>3b. Assess and document data needs including any future or desired data (i.e. Head Start data) and their sources; to be aligned with the Collaboration's goals</p>	<p>2d. Develop timeline and plan to produce indicators</p>
<p>3. Inventory of Data</p>	<p>3c. Develop a coordination plan and a data collection strategy for agency partners and public entities</p> <p>3d. Develop a model for data request to public agencies by the Collaboration</p> <p>3e. Data sharing agreements</p> <p>3f. Review with Measurement and Evaluation Committee</p>	<p>3c. Develop a coordination plan and a data collection strategy for agency partners and public entities</p> <p>3d. Develop a model for data request to public agencies by the Collaboration</p> <p>3e. Data sharing agreements</p> <p>3f. Review with Measurement and Evaluation Committee</p>
<p>4. Develop a new solution for primary data collection and database</p>	<p>4a. Clarify and document all user needs and potential future needs</p> <p>4b. Identify alternatives and review with Measurement and Evaluation Committee</p> <p>4c. Begin development of chosen alternative</p>	<p>4a. Clarify and document all user needs and potential future needs</p> <p>4b. Identify alternatives and review with Measurement and Evaluation Committee</p> <p>4c. Begin development of chosen alternative</p>
<p>5. Transfer of Data into New Database</p>	<p>5a. Create data model (relational database of linked administrative data with publicly available census records)</p> <p>5b. Determine who has access to what data for collection and process for loading existing data into new system</p>	<p>5a. Create data model (relational database of linked administrative data with publicly available census records)</p> <p>5b. Determine who has access to what data for collection and process for loading existing data into new system</p>
<p align="center">TOTAL Year 1 BUDGET = \$77,336</p>		

Exhibit B

Collaboration for Early Childhood  
Chapin Hall Tasks, Timeline, and Activity Costs for Years 2 – 5

Activities	Tasks	Deliverables	Timeline
Database Development	Extract, transform, and load data	* Transfer data currently in CIVICRM and data currently in other formats, including spreadsheets, system extracts, and assessment/screening data from commercial providers into new system.	July 2014 - December 2014 est. budget \$42,000
	Develop backend application: record linkage and transfer of administrative records from data providers and from existing data systems		
Data Collection	Develop frontend application: create an user-friendly interface, organize the metadata	* Report on the benchmarks defined and data collected to be provided to the Collaboration's Governing Board	July 2014 - January 2015 est. budget \$17,000
	Continue to meet with and engage stakeholders to: develop tools to collect and capture data and coordinate data systems		
Database Training	Formatting, standardization and documenting data	* Development of any training materials	July 2014 - February 2015 est budget \$8,000
	Baseline Data and benchmarks defined for Governance Board		
Reports	Orientation to the database for the Collaboration and partner agencies	* Training held for Staff	Throughout Project Year est. budget \$11,000
	Identify report needs	* Basic reports developed	
Data Analysis	Develop standard reports	* Preliminary data analysis on service delivery and population served	April 2015 - June 2015 est. budget \$7,000
	Develop basic reports for self-service by Collaboration staff		
Other	Track service delivery levels	* Quarterly and final reports tying work completed during the reporting period and hours/budget expended.	TOTAL Year 2 BUDGET = \$85,000
	Demographic analysis of population served and not served		
	IRB		
	Data sharing agreements		
	Quarterly and end of year project status reports		
	Identify Year 3 activities and deliverables		

Exhibit B

Collaboration for Early Childhood  
Chaplin Hall Tasks, Timeline, and Activity Costs for Years 2 – 5

Project Year 2: July 2015 to June 2016 Database Maintenance, Reports,

Training

Activities	Tasks	Deliverables	Timeline
Data Collection	Refine any tools to collect and capture data, coordinate data systems Formatting, standardization and documenting data Transfer of administrative records from data providers		Throughout Project Year est. budget \$20,000
Database Maintenance	Refine backend and front-end application as needed Ongoing transfer of administrative records from data providers, transfer of data from existing data systems		Throughout Project Year est. budget \$15,000
Database Training	Database training for the Collaboration and partner agencies	*Training materials and in-person training	JULY 2015 - December 2015 est. budget \$10,000
Reports	Develop needed reports and report functionality for self-service by Collaboration staff Track service delivery levels		Throughout project Year est. budget \$10,000
Data Analysis	Impact of programs on population (educational, development, etc. outcomes) Report on outcomes	*Preliminary report	January 1, 2016 - June 2016 est. budget \$25,000
Other	IRB Data sharing agreements Explore partnerships to connect to Chaplin Hall's work with the City of Chicago Bi-yearly and end of year project status reports Identify Year 4 activities and deliverables	*Reports tying work completed during the reporting period and hours/budget expended.	Throughout Project Year
<b>Estimated Total Year 3 Budget = \$80,000</b>			

**Exhibit B**

**Collaboration for Early Childhood  
Chapin Hall Tasks, Timeline, and Activity Costs for Years 2 – 5**

Project Year 4, July 2016 to June 2017: Deliverables, Reports, Data Analysis			
Activities	Tasks	Deliverables	Timeline and Costs
Database Maintenance	Maintenance, uploading of data, etc.	* Plan for migrating hosting responsibilities of database	July 2016 - December 2016
	Develop solution for migrating host responsibilities from Chapin Hall		est. budget \$35,000
Reports	Develop needed reports and report functionality for self-service by Collaboration staff	* Report functionality in database	Throughout Project Year est. budget \$20,000
Data Analysis	Track service delivery levels	* Preliminary report	By end of Project Year est. \$20,000
	Impact of programs on population (educational, development, etc. outcomes)		
	Identify patterns and trends in the aggregate data		
	Report on outcomes		
Other	IRB	* Reports tying work completed during the reporting period and hours/budget expended.	est. \$5,000
	Data sharing agreements		
	Explore partnerships to connect to Chapin Hall's work with the City of Chicago		
	Bi-yearly and end of year project status reports		
	Identify Year 5 activities and tasks		
		<b>Estimated Total Year 4 Budget = \$80,000</b>	

Exhibit B

Collaboration for Early Childhood  
Chapin Hall Tasks, Timeline, and Activity Costs for Years 2 – 5

Project Year 5: July 2017 to June 2018 Database Migration, Reports, Data Analysis			
Activities	Tasks	Deliverables	Timeline and Costs <small>(in millions of project year)</small>
Database Support and Migration	Transfer host responsibilities from Chapin Hall to a third party	* Database transferred to a third party	est. budget \$40,000
	Track service delivery levels		
Data Analysis	Impact of programs on population (educational, development, etc. outcomes)	* Outcome Report	By the end of the project year
	Identify patterns and trends in the aggregate data		
	Report on outcomes		
	IRB		
	Data sharing agreements		
Other	Explore partnerships to connect to Chapin Hall's work with the City of Chicago	* Reports tying work completed during the reporting period and hours/budget expended.	Throughout Project Year
	Bi-yearly and end of year project status reports		
		Estimated Total Year 5 Budget = \$80,000	