



REQUEST FOR QUALIFICATION (RFQ) DATA MANAGEMENT SYSTEM

LETTER OF INTEREST

Our Vision

Sacramento County will have strong communities where children are safe, healthy and reach their full potential.

Our Mission

In partnership with parents, caregivers, and their communities, we seek to advance equitable, inclusive, and culturally responsive prevention and early intervention policies, systems, and practices that eliminate racial inequities, promote optimal health and development, and improve the lives of children prenatal through age five and their families.

**FIRST 5 SACRAMENTO COMMISSION
2750 Gateway Oaks Drive, Suite 330
Sacramento, CA 95833
(916) 876-5865
(916) 876-5877 (Fax)
www.first5sacramento.net**

**Mandatory Letter of Interest Due:
Friday, February 27, 2026 by 5:00 p.m.**

First 5 Sacramento Commission

A. Background

First 5 was formed after voters passed Proposition 10 in 1998, which placed a \$0.50 tax on tobacco products. The tax funds a range of prevention and early intervention programs aimed at improving the health and well-being of children ages 0-5 and their families.

Determined by the county birth rate, 80% of this stream of statewide funding is allocated to all 58 counties and 20% to the state. This network of county First 5's and First 5 CA enables each county to tailor services and programs to meet the needs of local families.

This initiative was grounded in the belief that every child deserves the opportunity to succeed. As stated in the law, the specific intent of the act is to "facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school."

The Children and Families Act requires that each of California's 58 counties develop a strategic plan that at minimum includes the following provisions:

- A description of the goals and objectives proposed to be attained;
- A description of the programs, services and projects proposed to be provided, sponsored, or facilitated; and,
- A description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate and reliable indicators.

Each county commission is required to submit an Annual Report to First 5 CA by November 1st. The Annual Report provides basic data about client demographics, service delivery counts, program highlights, and expenditure information. First 5 CA then prepares a consolidated Annual Report for all 58 counties which is transmitted to the Governor and the Legislature.

In addition to the State Annual Report, First 5 Sacramento Commission (Commission) will engage in evaluation activities to describe and demonstrate the effectiveness of services provided and inform decision-making about First 5 investments in the community. Evaluation activities will be used to help guide program development, implementation, and continuous quality improvement efforts. Also, evaluation efforts will support accountability by the Commission to the Board of Supervisors and the community regarding the use of First 5 funds.

First 5 Sacramento has prioritized five areas of focus for the 2024-2034 funding cycle:

1. Racial Equity
2. Quality Child Care
3. Health & Well-Being
4. Systems Improvement
5. Parent Partnership

First 5 Sacramento is looking to identify a web-based data management system to be used by Commission staff and its 30+ contracted organizations. The system will allow for the collection of client level data, aggregate data and assessment data to complete the required First 5 CA annual report and the Commission's supplemental annual report to the community. In addition to the reports mentioned above, the Commission's Evaluation Consultant and funded partners will use the data management system for other report needs.

B. Project Objective

We are seeking a qualified contractor to provide a web-based data collection and reporting system, along with associated data support services, to meet our reporting requirements.

Experienced entities interested in providing these services for First 5 Sacramento are encouraged to submit a Letter of Interest. The entity selected will have demonstrated understanding in providing similar services and must be capable of producing the desired services in a professional, innovative, timely and cost-conscious manner.

C. Eligibility and Project Requirements

Submissions will be considered from experienced public and private entities. The Contractor should:

1. Provide, implement, and accommodate ongoing modifications to a web-based, user-friendly database system to be used by First 5 Sacramento funded partners, staff and evaluation contractor that:
 - a. Meets required [First 5 California](#) state evaluation and data collection/reporting requirements;
 - b. Meets locally defined (county) evaluation and data collection requirements and needs;
 - c. Meets needs for contract compliance activities of First 5 Sacramento funded partners;
 - d. Provides the analytical tools necessary for implementing evaluation activities

2. Deliver a client case management system that includes the capacity for the following core client and aggregate data collection:
 - a. demographic data (with customized fields and categories)
 - b. electronic consents and intakes
 - c. unique client and family identifiers
 - d. assessments and screening data including data from pre- and post-tools
 - e. case notes
 - f. service delivery and touchpoints
 - g. funding sources for services
 - h. referrals and outcomes
 - i. ability to share client data among the funded partner agencies, with the ability to change user permission settings for sharing.
3. Demonstrate an understanding of (or willingness to learn) First 5 California's evaluation activities and associated data collection implications to implement data system modifications that may be necessary in order to comply with state requirements.
4. Provide comprehensive data management functions for the data system, including activities such as secure backups.
5. Provide all necessary technical services associated with utilization of the data system by a variety of users, including data administration activities, a user guide, establishing user profiles and appropriate levels of access consistent with First 5 Sacramento policies and procedures, etc.
6. Allow for secure data entry services consistent with the needs identified in section 1 a-d above, including data entry for state-required client 'aggregate' data, as well as individual client level 'core participant' and related service delivery data; and provide associated data cleaning to ensure quality data.
7. Provide customizable reports for First 5 Sacramento staff and partners to individually review and analyze the data collected.
8. Perform raw data imports and exports from other systems into/out of the database system, as defined by First 5 Sacramento and our evaluator.
9. Conduct needed training and technical assistance services in the use of the database system for all First 5 Sacramento staff, funded partners, the contracted evaluator, and others as designated by First 5 Sacramento.

10. Accommodate the transfer of existing data from the currently used web-based data systems, if necessary, taking into account consents for the use of the data and related agreements. Plan and implement a system transition plan for all users with the aim of minimizing disruption to the funded organizations and First 5 Sacramento to the extent practical.

D. Minimum Qualifications

1. Demonstrated experience working with agencies with annual operating budgets of over \$20 million, with at least 30 contractors, and 160 or more unique users.
2. Must have experience working with large government or private organizations and/or experience working with county First 5's or other child/family centered programs.

E. Contract Term and Implementation Timeline

Implementation Timeline

July 1, 2026 through June 30, 2027	Build out and customize system, begin testing and training. Program transition to system and data migration.
July 1, 2027 – June 30, 2030	Ongoing data management system support.

F. Amount of Funding

The Commission will sign a contract with the selected organization for a four-year period. The total amount for Fiscal Year 2026-27 will not exceed \$100,000 to build out and customize the system, finalize testing and train First 5 staff. The budget for the three-year period of FY 2027-2030 will depend on the proposed project and activities.

G. Submitting a Letter of Interest

To be considered for a contract with First 5 Sacramento, please submit a Letter of Interest by **February 27, 2026, 5:00 p.m.**

The Letter of Intent must contain the following information:

- Vendor name
- Contact person name and title
- Contact information including address, phone number, and e-mail address
- Brief summary of qualifications and experience (Please use template)
- Estimated total project cost (Year 1 build out and 3 years of data management support) that include:

- Customization costs
- Data migration costs
- User license fees for approximately 150 users
- On-going storage, maintenance, training and support

The Letter of Interest should be e-mailed to:

Carmen Garcia-Gomez

Email to: garciacar@saccounty.gov

Commission staff will review the received Letters of Interest and will invite a select number of interested agencies to submit a formal Statement of Qualifications in the spring of 2026.

LETTER OF INTEREST FORM

Agency/Business /Organization Name:

Contact Person:

Address:

Phone:

E-Mail:

Summary: