



Request for Proposals

DATA MANAGEMENT SYSTEM

Deadline to submit via email:
Wednesday, February 25, 2026 at 12:00 p.m.
Email: funding@first5fresno.org

First 5 Fresno County
2405 Tulare Street, Suite 200
Fresno, CA 93721
(559) 558-4900
www.first5fresno.org

Overview of Funding Opportunity

Below is a brief summary of this Request for Proposals (RFP), please read the entire document for full requirements and details.

Intent of RFP

First 5 Fresno County seeks a qualified contractor to provide a web-based data collection and reporting system, along with associated data support services to meet our data and fiscal reporting requirements.

Annual Funding

The total funding available under this RFP **shall not exceed \$100,000 for one year.**

Contract Period

July 1, 2026 – June 30, 2027
with the option to renew annually for up to five additional years based on performance, availability of funds, and First 5 Fresno County's discretion.

Eligibility

Submissions will be considered from public and private entities qualified to conduct business in the State of California.

Timeline

Date	Action
January 14, 2026	Release of Request for Proposals
February 17, 2026	Deadline to submit questions
January 22 & 29 February 5, 12 & 19	Days when a response to submitted questions will be posted on the First 5 Fresno County website
February 25, 2026 – 12:00 p.m.	Submission Deadline
April 1, 2026	Notification to proposers
April 2026	Scope of work and budget development with selected proposer
April 29, 2026	Recommended proposer presented to the First 5 Fresno County Commission for approval
July 1, 2026	Anticipated contract start date

Data Management System

Request for Proposals (RFP)

ABOUT FIRST 5 FRESNO COUNTY

At First 5 Fresno County (F5FC), we envision a future where young children and their families are healthy, loved, and nurtured. We pursue this vision by partnering with, advocating for, and investing in our community to create a seamless system of quality, accessible services that support the well-being of every child and family. In 1998, California voters passed Proposition 10, increasing the state's tax on tobacco products and creating an initiative called "The Children and Families Act." The legislation established the California Children and Families Commission (First 5), and it was charged with implementing an integrated system of services to support the optimal development of children from the prenatal stage to age five, so they are ready to succeed in school and life. Each California county formed a First 5 – and so was born First 5 Fresno County (F5FC).

For over two decades, F5FC has invested more than \$548 million to fill gaps in our local service system so that families raising young children have access to the supports they deserve. As stewards of public funding, we operate primarily behind the scenes working directly with the people, policies, and programs representing the many agencies, organizations, and businesses that, in turn, directly support children and families. Our investments range from program-level (e.g. parent and child developmental learning groups & home visitation programs) to multi-partner collective-impact work (e.g. serving as the backbone of a prenatal to five investment plan) as we partner with our community to leverage funding, support the needs of families with young children, and improve community outcomes through intentional collaboration.

As a First 5 Commission we are responsible for developing a strategic plan to guide local funding decisions and to collect and report data on all funded activities to First 5 California. A copy of our 2025-2030 Strategic Plan can be found on our website <https://first5fresno.org/>. Please visit <https://www.cffc.ca.gov/partners/datasystems.html#ar> for First 5 California's annual report guidelines.

INTENT

F5FC is seeking a qualified contractor to provide a web-based data collection and reporting system, along with associated data support services to meet our data and fiscal reporting requirements. The primary functions of the system will include: 1) collecting and reporting aggregated data (basic demographics and participant counts) and program narratives, and 2) submitting and monitoring contractor invoices and related budgeted amounts. Note: we are not seeking a client case management or referral system.

Experienced and qualified public and/or private entities interested in providing these services for F5FC are encouraged to submit a proposal. The entity selected will have demonstrated understanding in providing similar services and must be exceptionally capable of producing the desired services in a highly professional, innovative, timely and cost-conscious manner.

FUNDING AND CONTRACT PERIOD

The total funding available under this RFP shall not exceed \$100,000 for one year with the option to renew annually for up to five additional years based on performance, availability of funds, and F5FC's discretion. Please note, F5FC reserves the right to negotiate any and all terms of the contract with the selected contractor and any proposed activities and/or budgets.

ELIGIBILITY

Submissions will be considered from experienced public and private entities qualified to conduct business in the State of California. Applicants should have experience providing similar services and be exceptionally capable of producing the desired services. The ideal contractor/vendor will have experience working with First 5s and/or similar agencies.

SCOPE OF SERVICES

The data management system contractor will, at minimum:

1. **Develop, implement, and maintain a web-based, user-friendly database system** to be used by F5FC funded partners, F5FC staff, and F5FC's evaluation contractor that:
 - a. Complies with First 5 California **evaluation and data collection/reporting requirements** (see <https://www.ccfc.ca.gov/partners/datasystems.html#ar> for current reporting requirements).
 - b. Meets locally-defined (county) evaluation and data collection/reporting requirements including, but not limited to **narrative and aggregated, deidentified participant demographics and counts**.
 - c. Provides the analytical tools and easily **customizable reports** necessary for implementing evaluation activities.
 - d. Allows F5FC funded partners to **create and submit invoices and run reports** to track budgeted expenses and remaining budget amounts at the budget line item and total budget levels.
2. **Develop customized, secure programmatic data entry modules** consistent with the needs identified above, including data entry for narratives and aggregated, deidentified participant data. Anticipated data fields include, but are not limited to:
 - Number of child participants by age (e.g. 0-2 and 3-5 years old)
 - Number of parents/caregivers/other family members
 - Number of early childhood professionals
 - Race/ethnicity of participants
 - Primary language of participants
 - Zip codes/geographic area of participants
 - Narrative short stories, challenges, and successes from F5FC funded partner organizations
3. **Develop a customized fiscal component** for F5FC funded partners and staff to enter and monitor contract budgets and related invoices including spend down amounts by budget line item (e.g. Personnel, Operating Expenses, Materials and Supplies, etc.), fiscal reports and notification functions aligned with F5FC and First 5 California reporting requirements.
4. **Maintain an understanding of First 5 California evaluation activities** and associated data collection implications in order to implement data system modifications that may be necessary

in order to comply with state requirements (e.g. collecting aggregated, deidentified data on race/ethnicity and language.)

5. **Provide comprehensive data management functions** for the data system, including activities such as secure backups, provision of complete system backups to F5FC and/or evaluation firm on determined schedules, etc.
6. **Deliver all technical services required for system implementation and user access**, including data administration activities, providing a user guide, establishing user profiles and appropriate levels of access (e.g. each F5FC funded partner must only have access to their specific contract's program and fiscal data) consistent with F5FC policies and procedures, etc.
7. **Develop various, easily customizable reports** for F5FC staff and partners to individually review and analyze the aggregate, narrative and fiscal data collected.
8. **Provide technical assistance and support services** including trainings and technical assistance in the use of the database system for all F5FC staff, funded partners, the contracted evaluator, and others as designated by F5FC, as applicable.
9. **Facilitate the transfer of existing data** from the currently used web-based data system, 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 F5FC to the extent feasible and practical.

Our goal is for the data system to be fully operational for F5FC staff and partners on or before January 1, 2027, with approximately six months of system development starting July 2026. We anticipate approximately 90-100 users, including F5FC staff and funded partner organizations.

RFP PROCESS

Questions

Any questions about this RFP must be submitted via email to **funding@first5fresno.org** with the subject line: **"Question RFP – Data Management System."** Questions will be accepted until **Tuesday, February 17, 2026**. If questions are received, responses will be posted on the funding page of the F5FC website (<https://first5fresno.org/what-we-do/#funding-opportunities>) every Thursday beginning January 22, 2026 through February 19, 2026. Note: if questions are received after February 17th, F5FC will not provide a response.

Review Process and Notification

Each submission will be initially reviewed to ensure all required forms/documents are included. **With the exception of the Narrative and/or Budget**, if a form/document required under the Submission Requirements listed below is missing or incomplete, our staff will make a reasonable effort to contact the applicant and provide an opportunity to submit the missing form/document within two business days; if such missing or incomplete form/document is not received within the time provided, the submission will be deemed final. A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFP. If requested, applicants should be prepared to elaborate on their submission to the Review Committee, which is anticipated to meet the week of March 16th, 2026.

Submissions may receive a maximum of 100 points. Scoring **will be based** on:

- Overall alignment with the intent of this RFP and vision/mission of F5FC
- Capacity of the applicant to carry out the proposed RFP scope of services
- Relevant experience with other First 5s or similar agencies
- Appropriateness/feasibility of the proposed budget and activities

While scoring **will not be based** on the formatting or grammar of the submission, all applicants will ensure that their submission is clear and accurately conveys the applicant's intent.

The contact person for each submission will be notified via email of F5FC's decision. All submitters, including the recommended contractor, will be notified by **April 1, 2026** of the status of their submission. Following the review process, F5FC staff will work with the recommended contractor to refine the proposed scope of work and budget, that is expected to be presented on April 29, 2026 to the F5FC Commission for funding consideration.

SUBMISSION REQUIREMENTS

Submission Deadline

Completed proposals must be **emailed** to funding@first5fresno.org by **12:00 p.m. on Wednesday, February 25, 2026**. Applicants are responsible for ensuring that complete submissions are received on time. Late submissions will not be accepted. We strongly encourage you to submit your application before February 25th to ensure your submission is received by the deadline.

How to Submit

Please note, after emailing the submission to funding@first5fresno.org, applicants will receive an email from the same inbox as proof of submission. It is the proposer's responsibility to verify that all required documents are submitted. If the applicant identifies an error, they may resubmit using the same process before the Submission Deadline. Only the most recent submission will be accepted. Submitting parties should add funding@first5fresno.org to their approved contact list to avoid interference from spam filters.

What to Submit

Below is a list of the required information for each submission.

1. **Cover Page (5 points)** – Please fill out and sign **FORM A** – Cover Page included in this proposal (page 10 of this RFP).
2. **Narrative (50 total points)** – You may include tables, infographics, weblinks, etc. to support your response to any of the questions below. Please keep your response to no more than 15 pages and do not use a font size smaller than 11-point size for legibility.

Please include:

- a. A brief description of your agency.
- b. The qualifications and relevant experience your agency has in providing the proposed activities in the Scope of Services of this RFP.

- c. A complete description of the proposed database system, its functions and features and how those functions fulfill the requirements in the Scope of Services section.

The description should include:

- Functional overview of the system including interface mock-ups.
- Description of integrated modules included in the cost of the system.
- Overview of system's security features.
- Description of any other relevant system functions/features including any added benefit/options your system may offer F5FC to meet its needs and/or requirements.

- d. A timeline describing the anticipated activities from development to implementation of the system.

3. Budget (20 total points) – Include a detailed budget for implementing the scope of work and anticipated ongoing annual costs for the web-based data management system that includes storing and maintenance of data. Please also include any training and implementation costs, ongoing standard data storage and maintenance costs and limits. All proposals must include the per user monthly/annual cost, as applicable. In the event the per user cost exceeds the annual funding amount for this RFP (based on F5FC's anticipated number of users in the Scope of Services section), please provide the estimated number of users the RFP funding amount could accommodate.

4. Virtual overview presentation (20 points) – of the proposed database system in the form of a weblink or video file. Note: we recognize the presentation may not reflect F5FC's specific data fields.

5. Attachments (5 total points) – Submissions must include the following attachments which are not part of the narrative page limit:

- a. **References:** Provide names and contact information (e.g. phone and email) of at least three (3) references. References should be organizations/agencies that the applicant has provided data management services for, cited as related experience.
- b. **Statement of Financial Standing:** signed written statement (i.e. a letter), from an individual with signing authority (i.e. executive director, chief executive officer, board chair, business director, etc.), certifying that the agency is in good financial standing. Note: if selected for funding, the applicant may be asked to submit audited financials or similar documentation, but these are not required for the RFP submission.
- c. **Completed W-9 Form** ([template linked here](#))

OTHER IMPORTANT INFORMATION

Protest Process

Upon notice by First 5 Fresno County staff of a proposed award, any applicant may file a formal written protest regarding a potential award by First 5 Fresno County. The protest shall be filed with the First 5 Fresno County Executive Director no less than forty-eight (48) hours before the day of the meeting at which First 5 Fresno County is scheduled to award the subject contract. The protest shall be in writing addressed to the Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the proposed award violated First 5 Fresno County's procurement procedures or State law. Mere disagreement with the decision to award another provider shall not be the basis for a successful protest.

Confidentiality of Responses

First 5 Fresno County cannot guarantee the confidentiality of information submitted by the applicant. In the event that we receive a public request for records or court order that First 5 Fresno County reasonably determines compels its disclosure of the submission, First 5 Fresno County shall provide those records that we deem responsive to the request. All materials submitted as part of a response to this RFP become the property of First 5 Fresno County.

Communication

As of the issue date of this RFP and continuing through the public notification of the award, individuals/entities submitting applications are specifically directed not to hold any meetings, conferences, or technical discussions regarding this RFP with First 5 Fresno County staff, Commissioners or any members of the Community Review Committee unless expressly authorized by this RFP. "Off the record" contacts can potentially taint First 5 Fresno County's decision-making process. Interested applicants may only submit inquiries through the funding@first5fresno.org email address in response to any matter pertaining to the RFP. Any prohibited contact may result in disqualification of the potential contractor's submission.

Contracts

Issuance of this RFP does not constitute a commitment by the First 5 Fresno County to award a contract. First 5 Fresno County reserves the right to reject any or all submissions received in response to this RFP, or to cancel this RFP if First 5 Fresno County deems that it is in the best interest of First 5 Fresno County to do so. In addition, First 5 Fresno County staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

Any contract awarded by First 5 Fresno County will contain various material terms and conditions that will not be negotiable, including, but not limited to, applicant's obligation to indemnify, defend, and hold First 5 Fresno County harmless from and against applicant's and its subcontractors' negligence and willful actions, insurance requirements as determined by First 5 Fresno County, and compliance with various First 5 Fresno County policies.

Supplanting

First 5 Fresno County funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money for any purpose. This prohibition does not apply to federally funded or privately funded programs.

Conflicts of Interest

Applicants must adhere to First 5 Fresno County Conflicts of Interest Policy and Conflicts of Interest Code, as amended, as applicable. No Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision, which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to First 5 Fresno County. Additionally, under no circumstances, may a financial dependent of a First 5 Fresno County Commissioner or staff respond to this RFP. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of First 5 Fresno County Commissioners or staff who are not dependents are discouraged from submitting.

FORM A - COVER PAGE
Data Management System RFP

Please complete the information below

Agency Name:	
Agency Address:	
City/State/Zip Code:	
Phone:	
Contact Person Name and Title:	
Contact Person's Email:	
Total Amount Requesting	\$
<p><i>By signing below you certify that the information contained in this submission is true and accurate to the best of your knowledge and belief. You further certify that this proposal is submitted with the full knowledge and endorsement of the governing board/leadership of this agency, if applicable, which is empowered to enforce compliance with all contract conditions. You understand that this submission will remain valid for a period of no less than 180 days from the date of submittal."</i></p>	
Representative authorizing the submission of this proposal.	Name:
	Title:
	Signature (digital or scanned):