



REQUEST FOR PROPOSALS
No. 2025-004

**Early Childhood Education Program Management Software
Solution**

Request for Proposals (RFP)

Early Childhood Education Program Management Software Solution

Issue Date: August 01, 2025

Submission Deadline: September 01, 2025, 5 PM PST

1. Introduction

Inspire Development Centers (IDC) is seeking proposals from qualified vendors to provide an integrated Early Childhood Education Program Management Software solution. The software should support administrative, educational, and family engagement functions across our early childhood education programs.

2. About the Organization

IDC is a federal and state funded non-profit organization providing comprehensive early care, education, and family services to young children and their families. IDC is currently funded to serve 2,775 children in 25 locations located throughout Washington State. Funded programs include Migrant Head Start, Migrant Early Head Start, Region Head Start, Region Early Head Start and ECEAP.

3. Project Goals and Objectives

The proposed Child and Family Information System solution must be a web-based application and include real-time data collection with customizable reporting capabilities to allow Inspire Development Centers (IDC) to meet Federal Head Start and Washington State ECEAP program requirements in multiple service locales. IDC is seeking the best solution to meet these requirements in the most effective manner. The desired information to be tracked within the solution includes:

1. Head Start Specialized – With fields for Migrant and Seasonal Head Start, PIR, etc.
 - a. Ability to support multiple programs by agency
2. Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)
 - a. Family Demographic Information
 - b. Child Demographic Information
 - c. Center/Program/Classroom Placement Information
 - d. Dependents
 - e. Emergency Contact and release authorization
 - f. Family Income and Employment
 - g. Agricultural Income
 - h. Migratory Information
 - i. Categorical Eligibility Information (TANF/SSI/Homelessness/foster)
 - j. Other PIR and statistical information
3. Health / Mental Health and Disabilities

- a. Screening Due Dates and requirements
 - b. Medical and Dental Information and Records
 - c. Disability Information tracking/ Service activities
 - d. Health / Mental Health Services and Referrals
 - e. ASQ/ASQSE screenings
 - f. Individual Education Plan (IEP)
4. Nutrition
 - a. Menu Planning
 - b. Meal Tracking per USDA requirements (scanning preferred)
5. Transportation
 - a. Bus Routes Placement Information and delivery tracking
6. Parent Family Community Engagement (PFCE)
 - a. Activity Tracking
 - b. In-Kind
7. Secure Check-in (Drop-off) / Check-out (Pick-up) Process
8. Monitoring/Compliance
 - a. Site Visits
 - b. Improvement Action Plans
 - c. TTA Requests and Delivery
 - d. Custom Compliance Monitoring Checklists by Service Area with reporting
 - e. Follow-up and resolution tracking
 - f. Regulation references (Federal, Programmatic, State, Local, Internal)
9. User / Parent and Family Communications: E-mail / Text / Other
10. Reporting
 - a. Automated reports and triggered reports
 - b. Program Information Report (PIR) by Program
11. Customizable platform/functionality
12. Application Structure and Security
 - a. Automations/Integrations/API
 - b. User Security with Role-based access control (RBAC) / SSO (SAML 2.0 Preferred)
 - c. SOC2 Compliant Datacenter
 - d. Industry best practices for encrypted communications
 - e. SLA (Service Level Agreement) with up-time guarantee
 - f. Data Entry: Where applicable, Scanning/Barcodes (Scanning or other time saving processes preferred over manual entry)

4. Proposal Submission Requirements

Vendors must submit a complete proposal including:

1. Executive summary
2. Description of the software solution
3. Description of implementation process and timeline
4. Data migration capabilities (if transitioning from existing system)
5. Training and support plans
6. Description of user access (staff and families)
7. Hosting model (cloud/SaaS preferred)
8. Pricing structure (licensing, training, annual support, etc.)
9. Three references from Head Start or ECE programs

5. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Compliance with Head Start and ECE requirements	25%
Functionality and user experience	20%
Implementation and support	15%
Security and data privacy	15%
Cost	15%
Vendor experience and references	10%

6. Submission Instructions

Please submit proposals electronically in PDF format to:

Bidsubmission@inspirecenters.org

Subject line: **RFP 2025-004 Early Childhood Education Program Management Software Solution**

Questions regarding this RFP must be submitted to the Procurement Department and Bidsubmission@inspirecenters.org no later than August 27, 2025.

7. Timeline

Milestone	Date
RFP Issued	August 1, 2025
Questions Due	August 27, 2025
Proposal Submission Deadline	September 1, 2025
Finalist Presentations	TBD (early to mid-September)
Vendor Selected	On or before September 30, 2025
Implementation	Start Date - October 1, 2025, Completion Date - March 1, 2026

8. Terms and Conditions

This procurement will be conducted in accordance with the Inspire Development Center's Procurement Policies and Procedures, Super Circular and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of Inspire Development Centers to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

A. Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

B. Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents or find discrepancies in or omissions from this proposal document shall submit to Inspire Development Centers in a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.

C. Rejection of Proposals

Inspire Development Centers reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

D. Ownership of Proposals

All proposals and accompanying documentation become the property of Inspire Development Centers and will not be returned.