Information Management System Request for Proposal

OVERVIEW

Statement of Purpose

Youth Collaboratory's goal is to develop and build the capacity of community-based organizations (CBOs), prioritizing rural communities, to provide services to adolescent and youth human trafficking victims through the provision of mentorship and training and technical assistance (TTA). Our purpose is to leverage the strengths of these communities while building CBOs' capacity to implement responsive services and prepare for, apply for, receive, and manage federal funding to support and expand these critical programs. We aim to develop a database of youth and families that are served by CBO subgrantees as part of our Department of Justice grant. The database will allow CBOs to input necessary data on youth and families served, as well as provide data for regular performance measure reporting to the Department of Justice.

Background

Organization Background

Youth Collaboratory harnesses the power of the youth services community to innovate, evaluate, and drive effective strategies that assure the safety and well-being of youth and young adults, unlocking their limitless potential.

Since 2016, Youth Collaboratory has partnered with federal agencies to support local anti-trafficking efforts. Through federal grants, we develop innovative programs, provide training and technical assistance, and share best practices that strengthen communities across the nation.

Project Background

Over the course of the grant period, CBOs are asked to document youth and families served in their program, as well as when they were served and what types of services they received. This data is then pulled at regular intervals throughout the year to manage project performance, as well as to report on outcomes to the Department of Justice.

SCOPE OF WORK

The successful bidder will work with Youth Collaboratory to:

- Develop a database that allows CBOs to enter demographic and service delivery activities for youth and their families. The database is user-friendly with simple navigation and data entry processes, as well as quick access to reporting features that allow users to track data and report on outcomes as directed by the funder. The database should allow for multiple organizations to enter and have access to only their data while also providing an administrative level of permissions that allow Youth Collaboratory staff to see all data across organizations.
- Provide comprehensive training to staff and stakeholders on data entry, reporting for stakeholders, and additional training for staff on administrative roles for the database.
- Provide ongoing support and security management of database, including database updates/revisions, as needed.

The database created includes the following:

- Back-end editing options for Youth Collaboratory staff that allow for easy updating of data selections or sections

- User-friendly process for creating users with different permission levels to ensure they only have access to portions of the database that are relevant to their organization that can be managed by Youth Collaboratory staff.
- Ability to assign organizations to cohorts and for a single organization to be a part of more than one cohort, with different data sets for each cohort.
- On-demand reports with customizable date sets to support users in ensuring they have the necessary data entered on a regular basis, such as a data validation report for both Youth Collaboratory staff,
- Sourced report that is in alignment with the OVC Performance Measures to ensure seamless reporting
- Locking feature that prohibits data entry during specific periods of time determined by Youth Collaboratory Administrators

ROLES AND RESPONSIBILITIES

The successful bidder will work closely with Youth Collaboratory to:
- Solicit detailed information from Youth Collaboratory staff and stakeholders on Youth Collaboratory's needs for the database.
- Develop detailed wireframes and mockups that demonstrate how the Youth Collaboratory database site will function and look.
- Get feedback on the wireframes and mockups in advance of final site development.
- Create the Youth Collaboratory database website and import the data needed.
- Provide training and documentation on how to use the system.
- Ongoing database management and support.

Throughout the process, the successful bidder will remain in regular contact with Katy White, the Youth Collaboratory staff member charged with leading the Youth Collaboratory database effort. The successful bidder will regularly solicit feedback, offer updates on progress, and present deliverables.

Roles and Responsibilities of Youth Collaboratory:

Youth Collaboratory will supply the successful bidder with information and materials that advance the project, including:
- Access to the existing database to understand formatting and data to be collected;
- List of performance measures required by the funder; and
- Access to staff for ongoing reviews.

Project Management:

Katy White of Youth Collaboratory will be the main point of contact at Youth Collaboratory, and she will oversee an advisory committee of Youth Collaboratory and key stakeholders who will offer feedback on project deliverables and key milestones. She will be an intermediary between the successful bidder and Youth Collaboratory.

Timeline

The project will begin on March 17, 2026, and the final deliverable will be due on or before April 15, 2026.

RFP Procedures

Evaluation and Award Process

A committee comprised of Youth Collaboratory staff will evaluate proposals. We will evaluate proposals on:
1. The proposer's expertise to complete the tasks outlined in the Scope of Work. The proposal should present examples of similar work they have done for other clients;

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2.   The strength of the proposer's process for working with Youth Collaboratory staff to ensure that goals and milestones are met;

3.   The proposal's success in demonstrating that the new database solution it creates will be interoperable with Youth Collaboratory's existing technology, where possible;

      4. The feasibility, efficiency, and cost-effectiveness of the proposed ongoing maintenance requirements for the database and its underlying technology;

      5. The flexibility of platform to accommodate new performance measures or reports as requirements from the funder and user requests emerge;

      6. The total cost of the effort, plus any additional maintenance costs for ongoing work or tweaks.

Process Schedule
February 17, 2026- Proposals due
March 2, 2026- Follow-up interviews with proposing organizations
March 17, 2026- Final decision

Submission Details
Please submit your materials by Tuesday, February 24, 2026, via email to Katy White, Director of Program Integration and Enhancement, katy@youthcollaboratory.org. If you have questions about this RFP- including a walkthrough of the existing database, please contact Katy by email.

RFP Submission Requirements

Transmittal Letter
Please provide a brief transmittal or cover letter with your proposal containing basic information about your company/organization and a brief (100-word) overview of why your proposal is a good fit for the proposed scope of work.

Proponent Information
Please include basic contact information (email and direct phone number) for the person or people at your organization who will be responsible for answering questions about the proposal.

Team Profile
Please provide brief profiles of the team members who would work on the project, including their roles in the project and the expertise that qualifies them to do the work.

Understanding of Project Requirements and Approach
Please summarize how your approach to the project will successfully address the scope of work. If you feel you need to depart from or amend the proposed scope to meet the goals of the project, explain your reasoning. A training plan for ensuring all staff and stakeholders are trained in the database should also be included in the project approach. Finally, include a project management plan and timeline to ensure the deadlines are met.

Experience
Please describe specific examples of similar projects your company/organization has completed, with links or screenshots (if possible) demonstrating the final product.

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Cost

Please provide the cost of the proposed scope of work, not to exceed $15,000.

References

Please provide contact information for three references from organizations for whom you have done work similar to that described in this RFP's scope of work. For each of your references, provide the following information:

- Contact Name, Position
- Organization
- Telephone
- Email
- Description of the professional relationship with the reference and duration of the relationship