**Child Care Management Software (CCMS) Statewide Initiative**

*Request for Proposals from CCMS vendor to ensure minimum criteria is met*

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| Section Title | Sample Language |
| Statement of Purpose/Background/ Context | * Improve business sustainability for programs * Collect real-time data from the field * Increase revenue for providers – FCC earnings, teacher compensation * Reduce hours spent on administrative tasks * Increase hours focused on education/services * Reduce errors in attendance reporting * Reduce administrative burden on the state * Ease regulatory/licensing compliance * Reduce regulatory/licensing citations * Enhance provider ability to meet QRIS standards |
| Application/Selection process | * Applications submitted electronically, through xx portal, etc. * Either: * All vendors that meet criteria will be placed on “approved vendor” list for use by providers, OR * State will select XX vendors for approval/funding, etc. |
| Product requirements | * SaaS/Cloud based * Mobile First Technology (Apps for smartphone/tablet) * Multiple language versions (translation services) * Electronic/Automated invoicing * Integrated electronic payment * Marketing: online scheduling of tours; photos/information/reviews about the program; real-time vacancies tracked and available to the public * Enrollment: Online enrollment; Waitlist management * Attendance tracking: Automated check-in; Tracking of hours, absences, withdrawals * Accounting: Integration with Quickbooks * For FCC: Tracking time and expense for tax preparation * For Centers: HR tools – time sheets, payroll integration, staff training/credential tracking * Tracking menus and meals served for Child and Adult Care Food Program (CACFP) * Parent Engagement Tools: Text messaging within the app., send digital media, etc. * Child Assessment tools: integration with TSG, A&S, etc. * Technical/onboarding support for providers (individualized? In various languages?) |
| Review Process | * Timeline for process * Who/how reviewed (rubric/selection criteria etc.) * Product demos * Ability to negotiate customizations * Decision date * Launch date |