**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
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| 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.
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| 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?)
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| Review Process | * Timeline for process
* Who/how reviewed (rubric/selection criteria etc.)
* Product demos
* Ability to negotiate customizations
* Decision date
* Launch date
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