Progressive Life Center
FY20 Solicitation for
Data Management System Implementation Consultant

Organization Description: Progressive Life Center (PLC) was founded in 1983, by Dr. Frederick Phillips (1946-2018), a clinical psychologist who dedicated his career to child welfare and family development. Under the leadership of Dr. Laurence Jackson, PLC has nearly 100 staff in offices in the District of Columbia; Baltimore, MD; Kensington, MD; Prince George’s County, MD; Philadelphia and York, PA; and Newark, DE. We are dedicated to helping individuals and families recognize and maximize their inner resources and strengths, enhance their relationships, and function harmoniously in broader environments. PLC is a 501 (c)(3) nonprofit organization and is licensed as a child placement agency in the State of Maryland, State of Delaware, and the Commonwealth of Pennsylvania. In addition, PLC is accredited by the Council on Accreditation.

Solicitation Description: In the 4th quarter of this fiscal year (October 1, 2019 thru September 30, 2020), PLC will implement the FAMCare Data Management System agency wide. To best accommodate this cloud-based system, PLC needs expert consultation with on-boarding and implementing a data management system throughout all regional operations at PLC. The selected vendor will work with PLC for a period of up to 3 months from the execution of a contract. The selected vendor will have access to all of PLC’s offices, software, hardware, frontline staff and leadership to develop and support a data management system implementation plan.

Scope of Work: The selected vendor must be able to provide the following at high level of organization, reliability, and professionalism:

Database Management System Implementation

1) Work with and expertly guide PLC’s internal implementation team as the FAMCare system is onboarded
2) Liaise with the designated program manager from Global Vision Technologies, Inc. (the creator of the FAMCare system)
3) Present “path forward” implementation plan for creating staff buy-in, training staff, managing initial documentation transfer/upload and maintaining compliance systems for staff, supervisors and leadership
4) Provide project management as PLC onboards new data management system
5) Ensure adherence to the projected implementation budget
6) Following successful implementation, make recommendations to PLC regarding next steps in system development and maintenance

Application Process: Interested vendors should submit a 5-10-page database implementation plan. Documents must be submitted in Times New Roman 12-point font with 1-inch borders and explain the success the vendor has had in meeting the scope of work listed above within the last three (3) years. This document should include direct contact information (address, phone number, website and email). The application must include the following:
• Explanation of the vendor’s experience completing this type of SOW
• Explanation of the vendor’s experience working with nonprofit organizations
• Anticipated challenges with completing this implementation plan and how the vendor will plan to overcome these challenges
• An outline of the plan to complete the SOW that considers PLC’s multiple offices and provides a timeline to complete the work
• An explanation of reporting that will be provided at the completion of the SOW
• A projected minimum – maximum cost range to complete the SOW

Attachments to the application (not counted toward the narrative total) will include:

• Evidence of database management system consultation experience (i.e. client list/feedback, submitted reports upon project completion, etc.)
• Proof of business status (i.e. business name, Duns number, etc.)
• Three (3) professional client references

All applications must be submitted by email to networkapplications@plcntu.org no later than end of day on Wednesday, July 8th. Applications submitted after Wednesday, July 8th will NOT be considered. PLC reserves the right to hold virtual meetings with applicants as necessary.

The selected vendor must be prepared to provide services as of Monday, July 20th.