



Invitation to Tender for Let's Grow Together! Infant & Childhood Partnerships CLG

Develop Central Data Management System (Database)

Background to Let's Grow Together

Let's Grow Together is an area-based organization in the Northwest area of Cork City. We work in partnership with everyone important in children's lives. We aim to share knowledge, skills, and resources within this area, through a relational, strength-based, holistic approach. We work as an interdisciplinary team, in partnership with the community, local services, and agencies. The core work of Let's Grow Together is part of the Area Based Childhood Programme within the TUSLA Child & Family Agency.

Our Main Objectives:

- To govern, support and develop area-based prevention and early intervention programming and approaches that support early childhood development, relationships, and environments
- To set the foundations for infant and child development, learning, wellbeing, quality of life and outcomes
- And by doing so mitigate the intergenerational impact of child poverty and get all children's lives off to the best possible start

Our Subsidiary Objectives:

- Respectfully enhancing skills and early childhood development knowledge, of all parents, practitioners, and services
- Strengthening and supporting all relationships and environments that are important to every child's early development
- Embedding systems and community change to support early childhood development
- Undertaking participatory learning and evaluation, documenting, and policy development

Background to Current Situation

Let's Grow Together operates with 18 staff out of two locations in the Northwest area of Cork City, with many of our activities occurring off-site throughout the community. Our core work includes group programmes for families, individual Home Visiting for families, training programmes for practitioners and professionals, mentoring for professionals in Early Years settings, and programming in primary schools. We also provide clinical administrative management for the Kidscope Paediatric Clinic.

- In a typical year 160-200 families register with us, then choose which programmes to join
- In a typical year we offer 4-7 training programmes to 30-70 practitioners and professionals
- We work with 10 Early Years settings and 10 primary schools
- In a typical year there are 60-70 new referrals and 180-210 appointments in the Kidscope Clinic

We collect and store a variety of data from programme participants. We analyse this data in various ways and for various purposes. We also provide regular reports on our activities to our funders and partners. Our current data management system is not suitable for the volume of data we collect, store, and analyse. Therefore, we are seeking the development of a high-functioning, customised Electronic Database.



Project Details and Scope

The project should include:

- Full customization of Electronic Database to meet the variety of needs of Let's Grow Together's work streams
 - Family registrations
 - Unique identifier and record for each family
 - Link information of individual family across Database, tracking engagement across programmes
 - Family group programmes management
 - Waitlist management
 - Family Home Visiting case management
 - Categorizable and searchable case notes
 - Speech-to-text capability for case notes
 - Ability to store and search uploaded documents
 - Practitioner training programmes management
 - Unique identifier and record for each practitioner
 - Programme waitlist management
 - Early Years settings mentoring management
 - Unique identifier and record for each setting
 - Schools programming management
 - Unique identifier and record for each school
 - Kidscope Paediatric Clinic
 - Administrative management
 - Appointment scheduling
 - Other
 - Notifications for wait times, children's ages, etc
 - Individual staff logins and audit trail
 - Ability to send bulk messages to specified families
 - Produce customizable data reports
- Migration of existing data to new Database
- Staff start-up training
- Basic training manuals

Timeline

- Tender submissions must be received electronically by 1:00 pm on Thursday 27th February 2025
 - Email to admin@letsgrowtogether.ie
- Applicants will be notified of their result by email by Friday 14th March 2025
- Database customization and staff training should be completed by Friday 27th June 2025

Tender Requirements

- The tender should provide:
 - Identification of suggested platform
 - Full cost breakdown of the project
 - Specifying ability/cost of different requested features as appropriate
 - Anticipated timeline of the project
 - Details on procedure and cost for change requests after implementation
 - Details on customer support provided after implementation

- Details on GDPR compliance as a Data Processor to Let’s Grow Together as the Data Controller
- The successful bidder must be able to provide a Current Tax Clearance Certificate

Assessment of Tender

Tenders will be reviewed initially with reference to the following:

- Completeness of proposals as specified in this tender invitation
- Stated ability of the tenderer to meet all the essential requirements specified in this tender invitation

Each tender will be further assessed based on:

Selection Criteria	Score
Demonstrated knowledge and understanding of the brief	40
Previous relevant database customization experience in similar settings	30
Stated ability to meet the customization requirements	50
Value for money	50
Ability to deliver in timeframe	50
Ability to communicate/engage with key team members	30
Total	250

Additional Information

- Additional information may be sought at the assessment phase
- Costings provided should clearly illustrate the full cost payable by Let’s Grow Together for this piece of work including VAT/disbursements where applicable
 - As cost is a consideration in awarding this contract additional costings for these items cannot be submitted later
- Let’s Grow Together shall not be liable for any costs and/or expenses incurred in respect of the preparation or the submission of any tender documents or associated material
- Lowest priced tender is not a guarantee of success
- Informal queries or information requests by email to jessie@letsgrowtogether.ie