



Data Systems Consultant | Request for Proposals

The Foundation for Tacoma Students seeks to contract with an experienced data systems and Information Technology consultant to help guide development of our systems capacity as we expand our geographic and programmatic footprint. The consultant will work with our team to identify systems and process needs, design FERPA and HIPAA-appropriate internal and external data governance protocols, elevate opportunities for organization-wide systems integration, recommend vendors and platforms, assist with bids, and potentially facilitate staff training.

Project Goals and Scope of Services

The consultant will work closely with our Data Team, our Operations Team and our Executive Director to identify current and projected data systems and related IT systems and staffing needs for the next period of FFTS' growth, then make recommendations on size, scope and cost-appropriate systems to address storage, FERPA and HIPAA-appropriate security and access needs around taking in data from a variety of external sources and systems.

This includes suggestions for contracted database architecture and developers, ETL processes, platform subscriptions and more. It may also include recommendations for managing internal data systems, such as improvements in CRM systems, internal data and IT integration, and identifying technical assistance resources and staff training opportunities. The consultant will help the data team and senior staff secure systems bids and make final decisions, keeping costs under budget.

The consultant will also work with our Data Team on developing and implementing data governance and documentation protocols that are simple, accessible, and compliant with state and federal privacy laws related to Personally Identifiable Information (PII) as defined by FERPA and HIPAA.

Protocol development is intended to both ensure that FFTS staff and systems achieve the highest level of compliance, and to create guideposts for data sharing, access and compliance for partner organizations of varying size, scope and data capacity and



capability. The Data Team will use this protocol to inform work in data committees and cross-organizational and institutional relationship building.

Project Needs

- Develop and manage project timeline.
- Evaluate needs for securely taking in and storing partner data.
- Research vendors and facilitating contracting.
- Govern Protocol Development.

Potential additional areas of work:

- Identify potential integrations and efficiencies in other FFTS data and IT systems (as time and budget permit).

Timeline

Q1 2023:

- Develop project timeline and project management parameters.
- Audit existing data systems and tools.
- Forecast data needs for FFTS geographic and programmatic expansion.
- Begin work with data team on data governance protocols.

Q2 2023:

- Work with data team on developing data governance protocol.
- Audit existing internal IT and data systems.
- Make recommendations on potential database systems or platforms and associated staffing or contracting costs.
- Work with senior staff on data systems development bids.

Q3 2023:

- Make final decisions on new data systems and tools and begin implementation, including staffing plan (if necessary).
 - Finalize data governance protocols and ensure new systems are in compliance with protocols.
 - Make recommendations for internal IT and data systems improvements.
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- Work with the data team on ensuring staff and partner understanding of new data governance protocol, and potential modifications to existing Data Sharing Agreements or practices.

Q4 2023:

- Evaluation of project needs and addendum to contract as needed.

Elements of Proposal

A submission must, at a minimum, include the following elements:

- Description of the consultant/firm that gives an overview, names, credentials and estimated hourly costs of the consultant and/or staff.
- A two-three page narrative and initial timeline outlining the consultant's strengths and distinguishing capabilities related to the project goals and scope of services.
- Particular attention to any experience in scoping right-fit data systems or systems that scale with or enable a small organization to scale.
- Particular attention to developing data governance protocols and FERPA compliance.
- A sample of previous work in the above areas, with an emphasis on successful plan development and implementation for prior clients.

Evaluation Criteria

The ideal respondent will:

- Have been operating continuously as a consultant in one or more of the requested areas for a minimum of 36 months and possess all relevant skills as an individual or in-house within their firm.
 - Have experience in data systems development or Information Technology consulting, with a portfolio and references for successful projects.
 - Have competitive costs of services.
 - Have expertise and a history of working with similar nonprofit or community based organization clients, ideally working in education.
 - Have a history of assisting small organizations in successfully scaling operations.
 - Live in Tacoma or the surrounding area and/or be able to periodically meet in person.
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- Have a familiarity with the City of Tacoma or Pierce County and the issues facing the diverse students in our community.
- Have an understanding of or analysis of issues related to equity, poverty and structural racism.
- Include a projected budget estimate in our required budget range.

Respondents will be evaluated on a rubric and on a rolling basis. We recognize that some highly qualified candidates may not have all of these criteria and still encourage you to apply.

Budget

We have budgeted between \$10,000 - \$20,000 for this project, based on consultant experience, hours worked and additional expenses (should any emerge around in-person meetings, outside of personal travel).

About Us

The Foundation for Tacoma Students is a 501(c)(3) nonprofit organization established in 2010 to staff and support the Graduate Tacoma community-wide movement - a collective impact initiative to improve student outcomes from cradle to career. The Foundation helps align hundreds of organizations and individuals around a common community goal for 70% of our youth to earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation.

We support the Graduate Tacoma movement by connecting and convening stakeholders, leveraging data to inform decisions, aligning resources to scale impact, supporting scalable professional development and continuous improvement processes, and centering policy and advocacy to create a more equitable and sustainable system for all.

The Foundation for Tacoma Students is an equal-opportunity employer. We do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We are committed to maintaining a



diverse and multicultural working environment and building an organization that is increasingly representative of the communities we serve.

How to Apply

Please email a complete proposal, including team information, narrative and portfolio examples, to Devin Rydel Kelly at dkelly@graduatetacoma.org using the subject line: "Proposal - Data Systems." **No calls or physical mail, please.**
