

**Catholic Community Services
Request for Proposal (RFP)
Consultant/Trainer Data Systems Management and Reporting**

RFP Issue Date: March 6, 2026

RFP Closing Date: March 31, 2026

Anticipated Performance Period: May 1, 2026 through December 31, 2026

Anticipated Budget: \$15,000

Catholic Community Services (CCS) seeks proposals from experienced research and evaluation entities to provide subject matter expertise on developing data management processes, aggregation and reporting across different health and social services data management platforms.

As a social services provider, CCS collaborates with and receives funding from a wide array of public and private entities, requiring various levels of service data capture and reporting across multiple platforms.

GOALS:

Ensure the integrity of organizational data and reports in order to:

1. Describe to the community the efficacy of our services, authenticity of client feedback and responsiveness of our personnel.
2. Present data to external funding partners to show the qualitative and quantitative impacts of their current investments and to motivate additional investment.
3. Embark on continuous internal quality improvement by evaluating our effectiveness, acting on client feedback and allocating staffing resources throughout our programs.

ACTIVITIES/DELIVERABLES:

1. Become familiar with current CCS data management platforms and program evaluation plans.
2. Become familiar with CCS program grants and reporting requirements and timelines.
3. Consult with staff on data collection and tracking methods.
4. Aggregate and analyze data from various systems and generate reports.
5. Document processes and procedures and train internal personnel to generate necessary reports after the current grant period closes.

QUALIFICATIONS:

1. Minimum five years data analytics/management experience.
2. Experience working with non-profit organizations.
3. Ability to work with a variety of health and human services database platforms such as: ActivateCare, Unite Us, Link2Feed or new Food Share System
4. Knowledge of HIPPA laws and regulations.

Please submit a proposal outlining the estimated cost of these services/your fee structure, and how you would accomplish the goals above with a focus on two grant reports: one from OHA and one from Yamhill CCO.