



Alaska Primary Care ASSOCIATION

*Advancing Alaska's Wellness
Community Health's Best Friend*

**ALASKA PRIMARY CARE ASSOCIATION
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ANCHORAGE AK 99503
907 / 929-2722**

REQUEST FOR PROPOSALS – Apprentice and Training Data System

SUMMARY STATEMENT

This is a procurement for a system to provide apprenticeship and training data warehousing, transfer, and access to Alaska Primary Care Association (APCA). The Alaska Primary Care Association is an Anchorage, Alaska-based 501c3 nonprofit corporation. We provide training & technical assistance, policy, workforce development, and community health services to primary care and other community-based service organizations in Alaska.

To meet the grant requirements and objectives of our funders consistent with our mission, vision and pillars on which our company operates, APCA is seeking a software solution capable of storing, monitoring, transferring and reporting on all participant data related to apprenticeship and pre-apprenticeship programs offered by the association.

Our preference for this contract is for one year, with options to extend two additional one-year periods.

Proposal Due Date

Proposals are due to APCA by 5:00 p.m. (Alaska Time) on Friday, March 3rd, 2023
Proposals must be submitted electronically to: Admin@alaskapca.org

Proposal Specifications

Use standard 8 ½ by 11" page size with 1" margins, and an easy-to-read font no smaller than 11 point. The overall length of the proposal shall not exceed 15 pages.

Term of Contract

Awarded contract will have a beginning term of approximately April 15, 2023 and will be for one year. There will be two additional, optional one-year periods, which may be elected by APCA, with the concurrence of the contractor.

Questions

All questions must be in writing and directed to Carri Crater at Carric@alaskapca.org. No questions will be allowed after 4:30 pm Alaska time on February 15th, 2023.

Amendments to the RFP

If an amendment is issued, it will be provided to all who were emailed a copy of the RFP and to those who have registered with Admin@alaskapca.org.

Proposal Schedule

February 1 st , 2024	Release of RFP
February 15 th , 2023	Questions Due
March 3 rd , 2023	Proposal Closing Date
March 31, 2023	Notice of Intent to Award

Background of APCA

The Alaska Primary Care Association (APCA) is one of 52 PCAs across the country. APCA is a small non-profit 501(c)(3) organization, with 42 staff members, one CEO and a 29-member governing Board of Directors. The primary mission of APCA is to provide training and technical assistance, policy analysis, workforce development, and community health services to Alaska's 29 Federally Qualified Health Centers (FQHCs, or Community Health Centers).

Revenues of APCA are comprised of grants and contracts totaling approximately \$8 million per fiscal year to fund program operations. Major funding sources include Economic Development Administration's Good Jobs Challenge, US Department of Health & Human Services, Health Resources & Services Administration's Cooperative Agreement for State and Regional Primary Care Associations (PCA), and HRSA's Health Center Controlled Network (HCCN) grant. Funding is also received through State of Alaska grants and contracts focused on health workforce development, quality improvement, referral tracking, Patient-Centered Medical Home (PCMH), and population health.

System Requirements

The scope of this solicitation is for an apprentice and training data management system to house the program and grant requirements of the Workforce Development/Health Equity department activities.

The Workforce Development/Health Equity Department has undergone tremendous growth in the recent months as a result of several large grant awards. These include Apprenticeship Building America, Good Jobs Challenge, State Training & Employment Program, and a variety of others. To meet the demands of this growth and requirements of their funders, APCA requires a software solution to accomplish the following:

1. An easy application process for multiple programs or a simple connection to transfer data from our HR Information System, Workforce Go! (WFG) to funder data platforms
2. Apprentice/Trainee Self-Service (Log-in upon approval, manage to-do items, update contact information, basic data display, complete forms, document management etc.)
3. Mentor Self-Service (Registration, Log in, Dashboard, task management, Alerts and reminders, document management etc.)
4. Document Repository: Intuitive document upload, display, indexing, and retrieval
5. Ability to Electronically sign documents
6. Ability to design, customize, and display checklists and notifications for mentors or participants that clearly displays what is needed or incomplete
7. Ability to transfer basic data and PDF, Word, Excel, PNG documents to external systems.
8. Ability to create, distribute, complete and store forms
9. Enter and track wages of apprentices and trainees
10. Assign, re-assign or update and apprentice's assigned mentor or training program
11. Ability to upload/access training video links and assign them as tasks
12. Ability to upload data (mass upload through Excel documents) or manual data entry from multiple users
13. Reporting feature should be configurable with filtering and ability to export to MS Excel
14. Must be able to associate a student or apprentice with a particular funding source
15. Must be able to collect grant- or program-specific data points for students and apprentices
16. Must be cloud-based
17. Audit logging capability
18. 3-2-1 Backup strategy

Additionally, the following list of features would enhance the performance of application and will be desired, but not required in the selection of the tool:

1. Ability to integrate with RAPIDS
2. Ability to integrate with AK Jobs
3. Ability to integrate with PIPELINE
4. Ability to integrate with PIRL
5. Ability to Integrate with NHA
6. Ability to integrate with the US Census portal as it relates to the Good Jobs Challenge grant reporting requirements
7. Ability to track and complete competencies for apprentices or trainees using an easy to visualize method (color coding, dashboard, etc.)
8. Ability to track and complete on-the-job learning hours for apprentices using an easy to visualize method (time tracking, clock-in/clock-out, etc.)
9. An intuitive dashboard to help an internal user navigate quickly to apprentice or trainee, mentor and employer data
10. Documents are indexed both by name and information contained within for more flexible and intuitive retrieval
11. Autogenerated e-mail reminders for overdue tasks
12. Date parameters can be set for competency completion to reduce data error
13. Progression is color coded or easy to identify via dashboards or other visualization methods
14. Create and distribute surveys or integrate with Survey Monkey

Firms responding must demonstrate functionality of the product through written response to include an overview of their software solution, their implementation plan and past references. The most qualified respondents will be selected for a demonstration of the product to the product selection team via teleconference. APCA will organize these product demonstrations for selected vendors. Vendors will be rated by their ability to demonstrate the above listed features and on the evaluation criteria listed below.

To help achieve the scope of this Solicitation, APCA reserves the right to award to multiple vendors for any service or group of services. Awards may be made by item, group of items, or one award for all items, whichever is most efficient and convenient to APCA. APCA has designated what it believes to be estimated services it will require in some of the focus areas that are the subject matter of this solicitation. At any time during the term of the contract(s) awarded hereunder, APCA may increase or decrease the scope of the services necessary to accomplish the general purpose of the contract. Responder(s) selection may be a multi-phase process. Phase I will qualify a short list of responders based on the evaluation factors listed below. If necessary, Phase II will be based on oral or written presentations, or both, and/or interviews if requested. APCA reserves the right to make award determination(s) based solely on Phase I evaluations. Certain information is necessary to evaluate each interested firm's ability to provide the desired services. This RFP details the information that will enable APCA to evaluate properly the abilities of the responding firms.

Responses received by APCA will be reviewed by a staff committee to identify those most qualified and experienced respondents who may best serve APCA on specific assignments. The final selection the software solution, if any, will be made by the APCA Chief Executive Officer, following completion of the review of responses, firm interviews (if necessary) and negotiation of a satisfactory fee.

CONTENT OF RESPONSE

Responses for Phase I must include the following information and should present this information in the same order as appears below:

1. General company information and principal contact.
1. Three (3) references, with telephone and email contact information.
2. A description of the product(s) and a general overview of how the product(s) will interact with each other or external systems and stakeholders to deliver a value-based solution addressing as many of the listed features and requirements as possible.
3. An estimated implementation plan and timeline.
4. Key personnel to be assigned to this engagement, with the anticipated role of each person. Include brief biographies of each individual (full resumes may be included as appendix material but should not be included in the main body of the response).
5. Summary of how the company charges fees for the services described in this RFP, including specific hourly rates for key personnel and/or alternative proposed fees or fee structures. The proposal should be based on the prospect that the product implementation team may be engaged for an initial estimated term, terminable at the desire of either party with 60 days' notice.
6. Summary of the firm's experience in serving as previous clients for other nonprofit corporations.

SELECTION OF SOFTWARE SOLUTION

APCA will make its selection of any of the proposed solutions based on demonstrated competence, experience, knowledge, and qualifications, as well as the reasonableness of the proposed fees compared to other vendors.

The selection committee will score the proposals based on the pre-established criteria below.

Evaluation Factors:

Phase I (written response) factors as weighed into 100%

- Cost 20%
- Experience and Resources of Firm 30%
- Ability to meet the minimum requirements 30%
- References 20%

Phase II (demonstration) factors as weighed into 100%

- Presentation (written, or oral, or both) 10%
- Ability to meet the listed system requirements and features 50%
- Implementation plan and timeline 20%
- Service and Support 20%

APCA may select one or more systems based solely upon its Phase I evaluation. APCA may, but shall not be required to, conduct Phase II of the selection process with one or more responding firms. APCA may select one or more systems following Phase II of the selection process (if held). Firms are advised that the submission of additional materials may be required as part of any Phase II evaluation. APCA reserves the right to utilize Phase II of the selection process to supplement and/or clarify a firm's Phase I response. APCA reserves the right to negotiate services to be provided and to reject any and all proposals. APCA has not committed itself to contract with any software providers. APCA reserves the right to make those decisions, and the CEO's decision on those matters is final.

Evaluation Committee

A Proposal Evaluation Committee of 5-7 people will be established, including APCA staff. Proposal Evaluation Committee (PEC) members will individually evaluate the technical portions of the proposals; they will meet to reach consensus scores and rankings for all proposals.

After the technical evaluation, the PEC members will perform an evaluation of the price proposals. Those scores will be added to the technical scores.

Insurance:

Statement on Insurance: Proposals shall include a statement that the vendor has and will maintain in force at all times during the performance of services under this contract, the following policies of insurance

- Commercial General Liability Insurance
- Commercial Errors & Omissions Insurance

Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;

- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- G. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [A] through [G] of this paragraph, APCA reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

Proposed Payment Procedures

APCA will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and an activities/deliverables report. All billings should be submitted by email to [APCA Accounts Payable at AP@alaskapca.org](mailto:APCA.Accounts.Payable@alaskapca.org)

Subcontractors

Subcontractors may be used to perform work under this contract. Contractor is responsible for its subcontractors throughout the course of the work required to perform the Services as outlined.

Changes in Key Personnel

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by APCA may be grounds for APCA to terminate the contract.

Inspection of Work

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. APCA may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause APCA to terminate the contract. In this event, APCA may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA

Standard Clauses and Provisions

Additional Requirements. In connection with the provision of services pursuant to this Contract, APCA and Contractor agree to comply with the following federal requirements, to the extent that such requirements are applicable. Contractor shall notify the PCA immediately if it has reason to believe that there may have been a violation of any of the following provisions:

1. *Equal Employment Opportunity*—E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The Civil Rights Act of 1964 and all other federal, state or local laws, rules and orders prohibiting discrimination.
2. *Rights to Inventions Made Under a Contract or Agreement*— Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any further implementing regulations issued by HHS.
3. *Byrd Anti-Lobbying Amendment* (31 U.S.C. 1352, *see also* 45 C.F.R. part 82 and part 93)— If Contract is for amount in excess of \$100,000, Contractor agrees to file the required certification with the PCA. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.
4. *Debarment and Suspension* (7 C.F.R. 3017)— If contract award is equal or exceeds \$25,000 (see 7 C.F.R. 3017.220(b)(1)), contracts shall not be made to parties listed on the government-wide Excluded Parties List System. The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory authority. Contractor hereby certifies that it has not been debarred or suspended from participation in federal programs including grants and contracts and certifies that the party has reviewed <https://www.sam.gov/portal/public/SAM/> and <http://exclusions.oig.hhs.gov/> to determine whether any subcontractors are on the list.