



**Request for Interest (RFI) 21000009**  
**Department of Health & Social Services**  
**Electronic Vital Records System – Data Collection, Storage, and Transfer**

The State of Alaska, Department of Health and Social Services, Division of Public Health, Section of Health Analytics and Vital Records (HAVRS) is seeking letters of interest from qualified parties capable and interested in the collection, storage, and transfer of vital records forms and data.

**Background**

The Health Analytics & Vital Records Section (HAVRS) is responsible for collecting, maintaining and issuing vital records for events that occurred within the State of Alaska. Vital records include data from births, deaths, fetal deaths, divorces, and marriages, as well as reports of adoption, paternity, medical marijuana registry, Induced terminations of pregnancy and amendments. Certificates are printed from these records that allow citizens to get passports, Real IDs, married, settle estates, and more. Data from these records are used by public health scientists to identify threats to population health.

The electronic vital records system (EVRS) that supports this work should allow for intuitive and easy collection of data by vital records staff and partners in the field. Data are stored and provided as needed for authorized use. Forms are generated or scanned as needed. Forms include parent worksheets for births or faxed attestations sent to medical doctors to sign on a cause of death. Certificates are generated as needed. The system collects fees and payments for issuance of records, marriage licenses and other vital records services. This systems works with other software for printing labels, accepting credit card payment, accepting online orders from Vitalchek, fax attestation, and providing vital records data to authorized organizations for public health research. The system is fully HIPAA compliant.

**Scope of Work**

HAVRS seeks to replace or upgrade its current capabilities for the inventory, amendment, correction, and issuance of birth, death, fetal death, marriage, divorce, ITOP, and Medical Marijuana records.

HAVRS seeks the following:

- A continued single integrated system and unified platform that will last at least ten years.
- A system with an intuitive means by which authorized staff, who are not training in computer programming, can make needed modifications by changing the business environment.

- A plan for a comprehensive review of the current business needs and current system that will prioritize streamlining and simplification the current processes.
- Ensure continued rapid reporting of required data to federal, state, local public health partners.
- Ensure a stable, long term, data storage system.
- Enhanced data quality in collection of vital records through use of edit checks and other means. This includes meeting CDC's National Center for Health Statistics data specifications.
- Improve, enhance, simplify, and migrate to a web-based system, certificate ordering and delivery to Alaskans that is integrated with the electronic vital records system and includes the ability to process credit card orders.
- Simplified method to account for daily reconciliation of invoices and receipts for fee based vital record services.
- Introduction of system that tracks EVRS activity by date, time, user, form, order or modification or amendments or new.
- Continued ability to scan and attached supporting documents, requests, and more into the vital records system.
- Upgrading a desktop application to a web-based application IF a web-based application can be proven more intuitive, user friendly, and conducive to better data quality.
- Replacement of faxed attestation for cause of death with web-based system that eliminates need for fax machines.
- Intuitive and user-friendly web-based interfaces for data providers and HAVRS staff.
- Reduced time to register events via faster processing and reducing process steps.
- Comprehensive and timely support that considers the programming limitations of HAVRS staff.
- Compliance with state security, privacy and federal HIPAA standards.

**Consultant will prepare the following deliverables:**

The vendor will provide at a minimum the following deliverables for this RFI:

- A one page statement demonstrating a comprehensive understanding of Alaska's current EVRS system.
- A minimum of three examples of similar work performed on behalf of other vital record districts:
  - Please include project narrative, locations, appropriate websites, and contacts that can serve as references.
- A response to the Scope of Work that addresses each desired condition. To the extent you can, please include:
  - How you would plan and implement the need.
  - Experience with the specific need with current customers.

**Experience and Minimum Qualifications**

Interested parties must demonstrate the following minimum prior experience requirements in their letter of interest:

- Five years' experience administering comprehensive electronic vital records system for a state or multiple jurisdictions.

**Budget**

The budget for this project is not to exceed \$500,000.00 for a six (6) year contract.

### **How to Participate**

Interested firms must indicate their interest by submitting an electronic response to:  
[dss.procurement.proposal@alaska.gov](mailto:dss.procurement.proposal@alaska.gov) (.pdf format is preferable) with the following information:

- Firm Name;
- Individual authorized to sign contracts;
- Mailing address;
- Physical address;
- Phone number;
- Fax number;
- Email address;
- Narrative that addresses how applicant meets or exceeds the experience requirements;
- The vendor can complete the scope and deliverables within the outlined budget.
- The RFI deliverables.

This Request for Interest does not constitute a formal solicitation. The State of Alaska is not responsible for any costs associated with the preparation of responses. The issuance of the Request for Interest provides no guarantee that the State of Alaska will proceed with a formal solicitation.

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