Request for Information

State of Alaska
Department of Health and Social Services
Division of Finance and Management Services

Date Issued: March 10, 2022

CAPPLUS ALLOCATION WEB-BASED SOFTWARE FOR SERVICES

Introduction:

The Alaska Department of Health and Social Services, Finance and Management Services, is seeking letter of interest from qualified parties capable and interested in hosting and providing web-based cost allocation software as services customized to interface with Alaska's Integrated Resources Information System (IRIS) and assist in the administration of the state's federally approved public assistance cost allocation plan.

Background Information:

Since Fiscal Year 2013 Alaska Department of Health and Social Services, Division of Finance and Management Services has utilized a hosted web-based Software as Services (SAS) system customized to interface with the state's current accounting system IRIS (Integrated Resource Information Systems). It is a user-friendly streamlined platform hosted on a secure server requiring minimal state resources while satisfying federal requirements for both of the State's Public Assistance Cost Allocation Systems.

For more information on the State and Federal Requirements please visit the links below:

State Requirements
- State of Alaska Accounting System - Integrated Resource Information Systems http://doa.alaska.gov/dof/iris/refer.html
- Information Technology requirements – State of Alaska Office of Information Technology- https://oit.alaska.gov/home/

Federal Requirements
- US Department of Health and Human Services, Cost Allocation Services https://rates.psc.gov/
- Title 2 CFR Part 200 OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1
- Title 45 CFR Part 95 Subpart E – Cost Allocation Plans https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-95/subpart-E
- Title 45 Federal Grant Administration requirements for multiple federal program reporting requirements.

Scope of Work:
- Customize; implement; and host a Software as Service application to administer a public assistance cost allocation plan including interfacing the results into the state's accounting system.
- Design; develop; implement; host and provide technical support of a Software as Service platform that includes functionality to interface the allocated results into the state's accounting system.
- Provide training for various types of users; ongoing technical support; a series of standard reporting formats and a few design sessions for other reporting needs as needed and required for the administration of the system.

- The host will also provide a secure IT environment and be responsible for responding to compliance inquiries and/or issues associated with federal and state compliance staff.
- Provide administrative and/or technical support during the hours of 7am to 6pm Alaska Standard Time and 24/7 access to reports and data
- Comply with federal and state regulations and financial deadlines.

Deliverables:

Qualified parties must complete the following deliverables before their respective due dates.

Deliverable #1 -Due by July 1st, 2022,
- Online Fully Functional
  - Online processing features and modules fully designed; developed; tested; and implemented:
    - Administration Module – users; permissions; commands
    - Online and hard copy user manuals available to administrators and users
    - Plan selection Module - Copy, file, rename, FQA elements, delete and lock-down cost plans
      1. FY2022 and prior year plans for available
  - Cost Allocation Functionality
    - AK DHSS PACAP allocation basis online for QE 06/30/22 and yearend processing
    - Ability to Input routine structure changes or additions, including central service and grantee departments, expenses (adjustments) and statistics
      1. Cost Receiver Module
      2. Cost Collector Module
      3. Cost Allocation Basis Module
      4. Exception Module
    - Process Module for Cost Allocations
    - Import functionality for ALDER reports
    - Export functionality for interfacing allocation results back into IRIS
  - Import CapPLUS allocation results for FY2022 and 3 prior years so agency has ability to run comparison reports for statistics and expenditures.
  - Report Module – Basic reporting formats and download feature with multiple applications
  - Training to be provided to staff on the use of the application
- Automation/Processing the Allocation – Effective by 07/01/22 to complete QE 06/30/2022 cost allocation and continue to meet FY2022 yearend deadlines.
- Others as delineated in appendix

Deliverable #2 Implementation of Cost Allocation Module for collecting and/or updating statistics-Due 07/15/2022
- Training provided to system administrators and users
- Training provided to divisions necessary for uploading quarterly statistics
- Implementation of functionality for collection of Cost allocation basis (statistics) through MS Outlook
- Implementation of functionality to merge statistics plan into allocation plan for draws and/or quarter end allocation

Other:
- Training sessions for DHSS financial and IT administrators
- Training sessions for DHSS financial users
- Hard copy user manuals and system documentation for DHSS system administrators
- On-line user guides and help features for DHSS financial users
- Host environment is operating as intended, including:
  - Processing of allocations
  - Generating reports with results of monthly or quarterly cost allocation
  - Coordinate with DHSS financial staff to create customized reports

- - Itemized list of Standard reports to be provided
    - Minimum of five customized reports for MAAS
    - Minimum of ten customized reports for DOH/DFCS management
- Ongoing assistance in resolving any state or federal compliance or fiscal issues related to the SAS

Response Information:
Responses must support these points to ensure a contractor's ability to provide an adequate software:
- Ten years working experience with Public Assistance agencies including hosting cost allocation systems for public entities such as states; tribes; and municipalities.
- Five years working experience with the development; technical support; and hosting of Software as Services (SAS) system platform specializing in public assistance cost allocation including interface functionality with governmental accounting systems
- Five years working experience with customizing and hosting IT applications that interface with the State of Alaska accounting system, IRIS.

Procurement Officer Contact Information:
All questions must be directed, in writing via email, to the person listed below.

Dani Olsen
Procurement Specialist 2
Department of Health and Social Services
Division of Finance and Management Services
Phone: 907-465-3942
Email: dani.olsen@alaska.gov

Interested parties must submit a written response by March 21st, 2022 at 4 p.m. Alaska Standard Time. Responses must be sent via email to the same person.

Important Notice:

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. Nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This RFI is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a purchase, contract, or solicitation in the future.