

Request for Information



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

Date Issued: May 6, 2022

TECHNICAL ASSISTANCE FOR PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)

Introduction:

The Alaska Department of Health and Social Services, Division of Behavioral Health, is seeking letters of interest from qualified offerors capable and interested in providing technical assistance to our Projects for Assistance in Transition from Homelessness (PATH) state contact and two state program providers. The goal of this project is to obtain training for the primary website of PATH, Path Data Exchange (PDX) and additionally, the Homeless Management Information System (HMIS). The providers will need training in interfacing and uploading between the two sites: and developing and obtaining necessary reports from the sites.

Background Information:

The Division of Behavioral Health (DBH) has two PATH providers located in two of our largest cities. These providers are required to use both PDX and HMIS to collect the data on clients served. DBH has obtained funding to develop training and assistance to our state PATH contact and our two current PATH providers. The PATH state contact and the PATH providers are all new to PDX and will need basic training on the PDX site, how to best maximize the information within the site, and will need to understand how to acquire reports and analyze how best to capture all data.

Scope of Work:

The offeror will provide technical assistance to the state PATH contact and the two community PATH providers for Alaska. Technical assistance will consist of training on both the PDX and HMIS systems; interfacing between the two programs; how to acquire reports and analyze the data from the reports; and support with the new PDX system being launched in October 2022. Offerors will provide individualized training to each state provider and to the state PATH contact.

Budget:

The funding for this project is through a PATH Technical Assistance grant award of \$15,000.00. In order to find offerors responsive, the offerors response should include a quote for services at or under that amount.

Deliverables:

Qualified parties must complete the following deliverables:

1. Individualized training to each PATH provider on the systems.
2. Individualized training to the state PATH contact on the systems
3. Individualized training on acquiring reports, analysis of reporting and how to maximize data reporting to each PATH provider.
4. Individualized training on acquiring reports, analysis of reporting and how to maximize data reporting to state PATH contact
5. Technical assistance with the new PDX program for providers and state PATH contact.

6. Overall analysis and feedback on how to improve our current programs, specifically around capturing data on homeless participants to maximize enrollment.
7. Offeror will provide monthly invoices with the contract number; the offeror payment name, the billing address and contact information; and the dates and what services were provided.
8. All services will be virtually and must be completed by 6/30/23.

Response Information:

Responses must support these points to ensure a contractor's ability to provide an adequate service:

- The offeror will need a minimum of 5 years providing experience in working with PATH providers.
- The offeror will need a minimum of 5 years working with PDX and HMIS.
- The offeror staff will have an extensive knowledge and experience working with PATH, federal agencies, PDX and HMIS.
- The offeror will need to be aligned with the Substance Abuse and Mental Health Services Administration's (SAMHSA) efforts to standardize PATH data through both HMIS and PDX.

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 May 16th, 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.