

Request for Information 1625-057



State of Alaska
Department of Health
Division of Public Health

Date Issued: 11 MARCH 2025
Response Deadline: 7 APRIL 2025, 2:30PM

TITLE X LEAD CLINICAL SERVICES PROVIDER

Introduction:

The State of Alaska, Department of Health (DOH), Division of Public Health, Section of Women's, Children's and Family Health (WCFH) is seeking letters of interest from qualified parties capable and interested in ensuring service to low-income Alaskans seeking family planning and reproductive healthcare and related preventive health services are of high quality and meet Title X program requirements. The interested party will assist the Title X Project Director in assuring that the State's Title X Project, and all clinical services delivered at Title X-funded clinic(s), strictly adhere to federal Title X program requirements and national clinical standards of care.

NOTE: This Request for Information (RFI) does not constitute a formal solicitation. The purpose of the RFI is to determine if there are qualified offerors out there who would be interested in bidding on these services. The State will use this information to potentially develop a future solicitation.

WCFH believes that the pool of possible interest parties is small, and while experienced in their field, may have little or no experience responding to formal State of Alaska procurements, often known as a Request for Proposals (RFP). This RFI process is intended to be less formal and provide interaction between the State and an interested party to provide clarity or answer direct questions. WCFH would like any interested party to respond with their best of their ability, and call attention to parts of the **Minimum Requirements, Scope of Work, Deliverables** and **Pricing/Budget** that should be adjusted in a possible formal solicitation to better accommodate them.

Background Information:

The State of Alaska's Title X program serves low-income Alaskans seeking family planning and reproductive healthcare, and related preventive health services. We cultivate a team of deeply passionate people dedicated to supporting our mission. This position is integral to supporting Title X participating clinic(s) in Alaska to provide high quality care. Watch the [new Title X video](#) to learn more about the Title X program.

This position is part-time contract-based work that can be accomplished remotely, with travel to Alaska 1-2 times per year and attendance at least one national conference. It is estimated that the work will require around 5-20 hours per week, with fluctuations due to work-related travel and time sensitive projects. For example, annual clinic site reviews may require up to 40 hours per week, as coordinated with the Title X Project Director.

The Contractor will assist the Title X Project Director in assuring that the State's Title X Project and all clinical services delivered at Title X-funded clinic(s) strictly adhere to federal Title X program requirements and national clinical standards of care.

Minimum Qualifications:

- Qualified applicants must be either physicians (MD/DO) or nurse practitioners such as ANP, FNP, or WHNP. The applicant's license should include a scope of practice in family planning services for both males and females.
- Qualified applicants will maintain active license(s) for Alaska, in addition to relevant national certifications
- Qualified applicants will have skills and experience to provide oversight to ensure that family planning medical services in the State of Alaska's Title X program adhere to federal program requirements and national standards

Scope of Work

If DOH conducts a solicitation for these services, the selected contractor will assist WCFH with Lead Clinical Services Provider services for the State's Title X Family Planning Services Grant Program (i.e., "Title X Project"). The Contractor will assist the Title X Project Director in assuring that the State's Title X Project and all clinical services delivered at Title X-funded service sites strictly adhere to [federal Title X program requirements](#) and [national clinical standards of care](#). Additionally, at the request of the Title X Project Director, the contractor also may provide oversight and direction regarding administrative and fiscal compliance with Title X program requirements during the process of onboarding new health care provider agencies (i.e., Title X service sites) into the Title X project.

Budget

The Alaska Department of Health, Division of Public Assistance, estimates a budget of up to \$325,000.00 (up to \$65,000/year for 5 years) to be sufficient for completion of this project over five-years beginning with state fiscal year 2026. Estimated amount is based on anticipated hourly rate and the maximum potential hours required.

Deliverables

If DOH conducts a solicitation, it may include the following seven (7) deliverables in the solicitation:

1. **POLICY, PROCEDURE, AND PROTOCOL REVIEW:**
Annually and as needed, Contractor will review each clinic's protocols and procedures and make recommendations to assure adherence to national clinical standards of care and Title X federal grant requirements. After each site's Medical Director has finalized and approved clinical protocols, Contractor will sign and approve them.
2. **SCHEDULING:**
The Contractor will collaborate with Title X Project Director to develop clinic oversight, site review and technical assistance schedules that are acceptable to all parties involved in the review (i.e., Contractor, Title X Project Director and clinical service delivery sites under this Title X Project) including:
 - a. Monthly virtual meetings between clinic(s) leadership staff, Title X Project Director, and the Contractor.
 - b. Annual in person site reviews at clinic(s).

- c. Ad hoc technical assistance meetings as needed.

3. **QUALITY ASSURANCE REVIEWS:**

- a. **Federal Program Review:** Approximately every three years, the State of Alaska's Title X program receives a review from the program's federal funder to assess performance and compliance. As requested by the Title X Project Director, the Contractor will participate in the comprehensive federal program review as an integral member of the WCFH Title X Project (grantee) team. Tasks may include:
 - i. Assisting State of Alaska Title X staff with advance preparation.
 - ii. Active participation in the review process within the Contractor's Lead CSP role (virtually or in-person at State of Alaska WCFH office and at each clinical service site).
 - iii. Any necessary follow-up on plans of correction required by the federal review team.

The Title X Project Director will be working with the federal Title X Project Officer well in advance to secure firm dates for the review.

Annual Clinical Service Site Review: Contractor will complete at least one on-site comprehensive clinical quality assurance review per year at each clinic(s). If an on-site review is not feasible (e.g., due to a pandemic), a limited virtual review will be conducted with on-site follow up when feasible.

Reviews are intended to assure the clinic site(s) strict adherence to federal administrative, fiscal, and clinical Title X program requirements (including all provisions of 42 CFR Part 59) and adherence to site's clinical protocols which must align with national clinical standards of care. The Title X Program Review Tool will be used as guidance for the program site and chart review. Preparation for site review includes:

- i. Review of site's written policies, protocols, and procedures.
- ii. Remote review of electronic health records of a sample of Title X visits (list of visits to be provided by project director).
- iii. Collaboration with Title X Project Director and clinic(s)'s director/CEO to determine draft site agenda and observations according to availability of medical provider(s) and other staff and client/patient appointments

During the Title X review at each clinic, the Contractor will provide observations, recommendations and a verbal summary of clinical elements to site staff in collaboration with the Project Director. The Contractor will provide a written report using the established format to the Project Director to evaluate adherence to site's protocols which are based on national clinical standards of care and Title X requirements, including:

- iv. Staff processes and interactions regarding laboratory services and pharmaceutical inventory control,
Written clinical protocols, policies, and procedures.
- vi. **Reviews will include:**
 - 1. Observation of clinic facility
Ensure high quality services and compliance with OSHA, ADA, LEP and other applicable rules.
 - 2. Observation of Clinical Visits
At each clinic, Contractor will observe family planning clients during their clinical visits in order to assess provider competencies and knowledge of service delivery according to the site's protocols based on the most current national clinical standards of care and applicable Title X requirements; the clinical service providers to be reviewed and evaluated include all clinic staff (licensed and/or credentialed and non-licensed) who provide direct patient care per the site's

approved Title X Scope of Services and clinic protocols.

Observations will be conducted per the following criteria:

- a. Follow each clinician and support staff to observe a minimum of two (2) client clinical visits with each clinician at each clinic site
- b. Observations will include the complete staff-client interaction including check-in, history and vital signs, the clinical exam with patient education and counseling, plan/prescriptions, referral/follow-up and check-out.
- c. Monitor clinician competencies in:
 - i. Health care delivery.
 - ii. Client education and counseling.
 - iii. Adherence to site's protocols based on national clinical guidelines.
- d. Visit types (with client consent) may include observation of:
 - i. Comprehensive well-person exams.
 - ii. Breast and cervical cancer screening, referral, and/or follow-up.
 - iii. Contraceptive start or follow-up visit.
 - iv. IUD insertion or Implant procedure.
 - v. Pregnancy tests with options counseling and referral as medically indicated.
 - vi. Sexually transmitted infection (STI) testing, treatment, and/or follow-up.

vii. Chart/EHR reviews will evaluate that:

1. Family planning or related preventive health services are provided to all clients according to the site's Title X Scope of Services approved by AK DOH.
 2. Health care delivered is appropriate for each client according to the site's clinical protocols which align with the most recent editions of Providing Quality Family Planning Services (QFP) guidelines and pertinent national standards of care (e.g., USPSTF, ACOG).
 3. Health care has been accurately documented per the site's protocols in the client's medical record.
 4. Health care delivered has been captured accurately in the data collection system per Title X reporting requirements.
 5. Systems employed for any indicated follow-up accurately track the patient through referral and return for care per the site's protocols and as clinically indicated.
- c. When a new clinical service delivery site joins the Title X program, the Contractor will work collaboratively with the Title X Project Director to assume primary responsibility for implementing the new clinic's comprehensive "onboarding" plan. The plan will guide newly awarded clinical service delivery site(s) under this grant program in successfully complying with all clinical program requirements. This work may include several trips to/within Alaska to complete on-site orientation, baseline assessment, comprehensive programmatic quality assurance/compliance review(s) and technical assistance visits at each new site.

4. QUALITY ASSURANCE/COMPLIANCE REPORTS

The Contractor will collaborate with the Title X Project Director to prepare a written status report for clinical elements of each clinic site, in a format prescribed/approved by the Title X Project Director. The final draft of each Quality Assurance/Compliance report is due to the Title X Project Director no later than 15 days following the date of review or visit unless otherwise approved by the Title X Project Director for delay beyond this timeline. The Title X Project Director will work with the Contractor to finalize the reports and release them to the clinic(s), striving for no later than 30 days

following the date of review or visit. Each report will include written details of the quality assurance site review for each clinic(s) reviewed, with recommended technical assistance and specific instructions for correction of any noncompliance issues, including timelines for correction based on gravity of noncompliance issue, and/or recommendations for improvements.

5. TECHNICAL ASSISTANCE (TA):

The Contractor will provide technical assistance to the Title X Program and clinic(s) staff, as requested in advance by the Title X Project Director, per the following:

- a. Guidance and follow-up on any issues of non-compliance or concern identified through quality assurance and compliance reviews at a clinic(s). This may include the provision of new employee orientation on clinical components of the Title X program, and assistance with updates/revision of policies and protocols at each site. Of note, two national Title X Training Centers have resources to assist grantee and clinic(s) staff. The goal of TA is to bring clinic(s) into compliance with current national clinical standards of care and program requirements by:
 - i. Providing consultation and oversight of the clinical policy and protocol update process (annually and as needed) to assure that the clinic(s) can complete this requirement within an acceptable timeframe (as determined by the Title X Project Director) and that clinic site staff fully understand what is needed for each protocol.
 - ii. Collaborating with the Title X Project Director in review of quarterly narrative progress and data reports submitted by Title X sites. Assure that the clinic(s) are meeting clinical program performance objectives and accurately documenting the delivery of comprehensive, quality family planning and related preventive health services to the target populations in their respective service areas per their approved Title X Scope of Services.
 - iii. Participating with the Title X Project Director and/or appropriate clinic(s) staff in virtual consultations or email conversations to assure that any concerns are fully understood and addressed by the clinic(s).
- b. General technical assistance and guidance to the Title X Project Director regarding all clinical aspects of the Title X Project, including:
 - i. Staying informed of all national information regarding clinical practice guidelines updates, continuing education opportunities, etc. and sharing relevant information and guidance with Title X clinic(s) on a timely basis.
 - ii. Participating with Title X clinic(s) in national learning collaboratives on behalf of the Title X Project to improve the Project's clinical service delivery and administrative functions.
 - iii. Collaborating with the Title X Project Director to maintain the most current clinical programmatic guidance documents, tools, and resources, at the grantee level, in compliance with federal requirements.
 - iv. Providing orientation on Contractor's work in the Title X Project to new WCFH nurse consultants, as requested by the Title X Project Director, to assure ongoing coordination of women's health programs throughout WCFH.
- c. Staff transition support. The Contractor may assist with orientation and onboarding of new Title X Project Director, if applicable, regarding the clinical aspects of program implementation. All details of this work will be negotiated in advance with the Contractor.

6. CONTINUING EDUCATION

To stay up to date with the most current national clinical practice recommendations and Title X Program requirements, the Title X Project Director may utilize contract funds to reimburse:

- a. Travel and conference registration costs incurred by the Contractor for select continuing education opportunities which are pertinent to the contractor's credentials and role during the

contracting period. The Contractor is responsible for making and paying for all travel arrangements per the State Approved Travel Guidelines and submitting detailed invoices and receipts for reimbursement.

- b. Registration costs for the Contractor to participate in continuing education webinars, as pre-approved in writing by the Title X Project Director.

7. TRAVEL

Approved travel for Contractor includes:

- a. Travel from contractor's home roundtrip to other locations within the U.S. for the sole purpose of attending Title X conferences or continuing education events pre-approved by the Title X Project Director may be reimbursed, as noted directly above.
- b. Travel to and/or within Alaska will be required to accomplish most of the deliverables. The contractor will be responsible for all travel arrangements, costs of which will be reimbursed per the State Approved Travel Guidelines.
- c. Travel expenses of resultant contract work of this solicitation will be reimbursed based on submitted receipts, per the State-approved Travel Guidelines. Expected travel expenses for the completion of this contract will be based on the pre-approved schedule and can include:
 - i. Roundtrip airfare to Anchorage, AK, from Contractor's home base (if not based in Anchorage).
 - ii. Roundtrip airfare to clinical clinic(s) located outside of Anchorage and not within reasonable driving distance, as approved by the Title X Project Director.
 - iii. Hotels in Anchorage, AK (if Contractor is not based in Anchorage), and at clinical clinic(s) locations for approved contract-related travel.
 - iv. Parking and ground transportation to/from airports for approved contract-related travel.
 - v. Rental car fees and gas for work with the Title X Project Director and for transportation to clinic(s).
 - vi. Per diem expenses per State Travel Rules for approved contract-related travel.
 - vii. Registration fees for conference or continuing education.

Response Information:

How to Participate

Interested applicants/firms who believe they can provide the services described above should indicate their interest by submitting an electronic response (.pdf format is preferable) with the following information:

- Your name/Company name
- Contact information (email) for the individual(s) who should be notified if DOH releases a solicitation
- A summary that clearly describes your capabilities and experience related to providing the services described in this RFI.
- A summary that clearly describes how the applicant/firm meets or exceeds the preferred minimum experience shown in 1. a, b and c above.
- A statement confirming that the interested party anticipates the project deliverables, as shown in the budget above, are reasonably within the estimated budget provided. Or, if not, why not?
- A summary of any concerns regarding the project as described. What potential obstacles should be anticipated?

QUESTIONS for this RFI should be directed to the Project Director:**Anne Remick**

Project Director

Alaska Department of Health

anne.remick@alaska.gov

907-360-0742

Submission Instructions:

Applicants/firms must submit their response as a PDF file, sent via email, by April 7, 2025, at 2:30PM.

Responses should be attached and sent via email to the following:

R. Todd Webster

Procurement Officer

Alaska Department of Health

russell.webster@alaska.gov

907-268-4847

It is the responsibility of the interested party to follow up with the person(s) listed above to ensure your response was received prior to the time and date specified at the top of this RFI.

Important Notice:

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The State of Alaska is not responsible for any costs associated with the preparation of responses. The issuance of the Request for Information does not obligate the state to purchase any goods or services, extend any rights to prospective vendors nor guarantee that the State of Alaska will proceed with a formal solicitation.