

Physician Assistant Compact Commission

Statement of Objectives for an Occupational Licensure Compact Data System

1.0 Background and Purpose

1.1 Background

The Physician Assistant Compact Commission (PA Compact Commission) is an interstate government agency responsible for administering the licensure compact for the physician assistant profession.¹ The Physician Assistant Licensure Compact (PA Compact) is an interstate compact that facilitates access to healthcare services across state lines by providing a streamlined pathway to practice for licensed physician assistants.

The PA Compact Commission is comprised of delegates from each participating state. As of October 2025, the PA Compact has 19 member states. The commission is currently seeking the development of a data system to operationalize the compact.

1.2 Problem

The PA Compact facilitates physician assistants' ability to practice in multiple states through the exchange of state level information. Currently, individual states use unique licensing systems that cannot easily, quickly, or securely share information for this purpose. The Compact Commission needs a data system with this capability to implement the PA Compact and issue practice privileges (the compact authorization to practice) in one or more states.

¹ "PA" as used in this document refers to both "physician assistant" and "physician associate." Both terms refer to the same profession with no functional difference. The PA Compact is equally applicable to practicing physician assistants and physician associates.

2.0 Scope

2.1 Product Vision

The PA Compact will improve access to healthcare by increasing the mobility of physician assistants.

The PA Compact Commission intends that the software delivered under this task order will be released as open source. The Contractor will have to disclose in its proposal and later obtain permission from the PA Compact Commission before delivering software under this task order that incorporates any software that is not free and open source. The Contractor must post all developed code to a Git repository designated by the PA Compact Commission.

2.2 Anticipated Period of Performance, Budget, and Ceiling Price

The not-to-exceed ceiling on this contract will be \$270,000 for up to one-year period of performance.

The PA Compact Commission received this funding from the American Academy of Physician Associates (AAPA), the National Commission on Certification of Physician Assistants (NCCPA), the Federation of State Medical Boards (FSMB), and the Health Resources and Services Administration (HRSA). The commission will work with its funding partners to ensure the system needs are compatible with the commission's funding capabilities. The commission will also pursue and incorporate additional funding to build further features and functions of the data system based on the proposals received. The PA Compact Commission anticipates a development team of 4-9 people for the project.²

3.0 Objectives

3.1 Backlog

The set of preliminary user stories set forth below will be the starting point for the development of software to be provided under this contract. These preliminary user stories are provided only for illustrative purposes, and do not comprise the full scope or detail of the project. The PA Compact Commission expects that the Contractor will work closely with the Product Owner to perform regular user research and usability testing and to develop and prioritize a full gamut of user stories as the project progresses.

² See appendix for further information regarding additional funding.

Individual user stories may be modified, added, retracted, or reprioritized by the PA Compact Commission at any time, and the PA Compact Commission expects that the user stories will be continuously refined during the development process.

Priority User Stories

- As a physician assistant, I want to be able to go online, apply for the interstate privilege to practice, pay the fees, monitor the status of my privilege requests, receive notification of any requirements to complete the qualifying process, and get a confirmation once my practice privilege has been issued so I can get authorization to practice in other states efficiently.
- As a Compact Executive Director I want to ensure member states, participating physician assistants, and third parties can access relevant information so that qualifying licenses can be identified, states of qualifying licensure can expediently qualify a physician assistant for privileges, participating states are quickly notified when a new privilege has been requested for their state, and participating states can efficiently issue privileges.
- As a participating state licensing board administrator, I want to be able to easily confirm qualifying licenses for physician assistants, access data on physician assistants utilizing my state as the state of qualifying license, quickly issue practice privileges, access data on all physician assistants who hold a privilege to practice in my state, provide information on practice requirements in my state that can be accessed by any participating physician assistant, receive updates and access to complaint information for physician assistants who hold privileges or are licensed in my state, and track financial transactions with the compact for my state so my state can effectively participate in and utilize the compact.
- As a physician assistant, I want to know when my compact privilege expires and receive an expiration notice so that I can renew it.
- As a physician assistant, Compact Commission, and Participating State we want a data system that prioritizes data integrity and the protection of confidential information so that we do not have to worry about sharing confidential or sensitive information.

State Licensing Officials/Administrator/Investigators

- As a state licensing administrator, I want the process for providing data by my state to be user-friendly, and to include a process to confirm that the appropriate information has been submitted so my state can contribute information to the data system as required by the compact.
- I want to know of the existence of significant investigative and disciplinary

information that I can request from a compact member state so I can engage in appropriate follow-up.

- As an administrator, I want to pull qualifying license and privilege issuance, renewal and expiration data so I can ensure proper regulation of the profession.
- As an administrator in a participating state, I want an easy process to notify the Compact when a participating physician assistant's license status changes, and I want to be notified when a practitioner's status changes so I can verify the practitioner's continued eligibility to practice under the compact.
- As an administrator I want to be able to verify that a compact user has completed the jurisprudence exam so that I can ensure public safety.
- As a board administrator, I want to upload relevant disciplinary data so that other boards can see those records.
- As an administrator, I want to have an easy method to submit data to the compact data system so that staff time is used efficiently.
- ☒ As a state licensing administrator, I want to be able to see who is practicing in my state, and be able to contact them, so that I can share relevant practice information and/or take action if needed.

Physician Assistants

- As a physician assistant, I want to be able to inform insurance providers of where I hold a compact privilege so that I can submit a claim.
- As a physician assistant, I want privileges issued to me in a manner which supports employment/practice credentialing and DEA registration where I am privileged, so there is no delay in beginning to practice under the privilege once it is issued.
- As a physician assistant, I want patients and the public to be able to access information in all jurisdictions where I am privileged to practice so they can be assured of my qualifications.
- As a physician assistant, I want to get a privilege to practice within 72 hours of when my qualifying state license has been confirmed and I have requested the privilege so that I can start my new job.
- As a physician assistant, I want to go to the compact website so that I can obtain a privilege to practice in another state.
- As a physician assistant I want to easily obtain a compact privilege so that my time is spent efficiently.
- As an applicant I want to apply for compact privilege so that I may practice in a new state.
- As a military member/spouse I want to be able to verify my military affiliation so that I can take advantage of the compact benefits offered to those with military affiliation.

- As a privilege applicant I want to be able to look up requirements in other states so that I can see what I need to do to apply for a privilege.
- As a physician assistant, I want to be able to review the practice requirements for every state where I am applying for or hold a privilege so that I can feel confident that I am practicing in compliance with the applicable laws and rules.
- As a physician assistant, I want the privilege renewal process to be efficient and easy to understand.

Compact Commission

- As a Compact Executive Director, I want to ensure practitioners can apply for privileges to practice through an efficient process to increase the portability of practice credentials.
- As a Compact Commissioner, I want Commission staff and participating states to be able to develop reports and statistics on a wide variety of metrics, so that the Commission and participating states have accurate information and can share data on the efficacy of the compact and providers in their states.

Clients/Consumers/Other Stakeholders

- As a patient, I want to be able to see in what states my healthcare provider is licensed or privileged so that I can use their services when I go on vacation or when I move.
- As a consumer, I want to find out who has a privilege to practice in my state so that I can find an eligible physician assistant.
- As an insurance provider, I want to be able to see compact privileges, including past privileges, so that I can process insurance claims.
- As an employer of physician assistants, I want to be able to validate a privilege for credentialing purposes.
- As a state or federal regulator, I want to be able to validate a privilege as part of my regulatory process.

3.2 List of Deliverables with Quality Assurance Surveillance Plan (QASP)

The following chart sets forth the performance standards and quality levels the code and documentation provided by the Contractor must meet, and the methods the PA Compact Commission will use to assess the standard and quality levels of that code and documentation.

Deliverable	Performance Standard(s)	Acceptable Quality Level	Method of Assessment
Tested Code	<p>Code delivered under the order must have substantial test code coverage.</p> <p>Version-controlled PA Compact Commission GitHub repository of code that comprises product that will remain in the government domain.</p>	<p>Minimum of 90% test coverage of all code. All areas of code are meaningfully tested.</p>	<p>Combination of manual review and automated testing.</p>
Properly Styled Code	<p>GSA 18F Front-End Guide</p>	<p>0 linting errors and 0 warnings.</p>	<p>Combination of manual review and automated testing.</p>
Accessible	<p>Web Content Accessibility Guidelines 2.1 AA standards.</p>	<p>0 errors reported using an automated scanner and 0 errors reported in manual testing.</p>	<p>https://github.com/pa11y/pa11y</p>

Deployed	Code must successfully build and deploy into staging environment.	Successful build with a single command.	Combination of manual review and automated testing.
Documented	<p>All dependencies are listed, and the licenses are documented.</p> <p>Major functionality in the software/source code is documented.</p> <p>Individual methods are documented inline in a format that permits the use of tools such as JSDoc. System diagram is provided.</p>	Combination of manual review and automated testing, if available.	Manual review.

Secure	OWASP Application Security Verification Standard 3.0.	Code submitted must be free of medium- and high-level static and dynamic security vulnerabilities.	Clean tests from a static testing SaaS (such as Snyk or npm audit) and from OWASP ZAP, along with documentation explaining any false positives.
User research	Usability testing and other user research methods must be conducted at regular intervals throughout the development process (not just at the beginning or end).	Research plans and artifacts from usability testing and/or other research methods with end users are available at the end of every applicable sprint, in accordance with the contractor's research plan.	The PA Compact Commission will manually evaluate the artifacts based on a research plan provided by the contractor at the end of the second sprint and every applicable sprint thereafter.

4.0 Contract Place of Performance and Contract Type

The Contractor may choose the location(s) from which to perform the required software development services. The Contractor should be available during the core working hours of the compact commission, 10 a.m. – 4 p.m. U.S. E.T.

The contract will be a time and material contract with a not-to-exceed ceiling of \$270,000.

5.0 Operating Constraints (Non-functional Requirements)

5.1 Environment

Software solution must be designed for a standard, commercial-grade cloud-based environment that has a secure government environment available.

5.2 Personnel Skills and Knowledge

Key Personnel – The Contractor must designate both a Project Manager (PM) and a Technical Lead as Key Personnel for this project. The PM will be a direct liaison to the PA Compact Commission’s product team and will be responsible for the supervision and management of all the Contractor’s personnel. The Technical Lead must have a full understanding of the technical approach to be used by the Contractor’s development team and will be responsible for ensuring that the Contractor’s development team follows that approach.

5.3 Special Clauses

Data Rights and Ownership of Deliverables – The PA Compact Commission intends that all software and documentation delivered by the Contractor will be owned by the PA Compact Commission. This software and documentation includes, but is not limited to, data, documents, graphics, code, plans, reports, schedules, schemas, metadata, architecture designs, and the like; all new open source software created by the Contractor and forks or branches of current open source software where the Contractor has made a modification; and all new tooling, scripting configuration management, infrastructure as code, or any other final changes or edits to successfully deploy or operate the software.

To the extent that the Contractor seeks to incorporate any software that was not first produced in the performance of this task order in the software delivered under this task order, the PA Compact Commission encourages the Contractor to incorporate either software that is in the public domain, or free and open source software that qualifies under the Open Source Definition promulgated by the Open Source Initiative. In any event, the Contractor must promptly disclose to the PA Compact Commission in writing, and list in the documentation, any software incorporated in the delivered software that is subject to a license.

If software delivered by the Contractor incorporates software that is subject to an open source license that provides implementation guidance, then the Contractor must ensure compliance with that guidance. If software delivered by the Contractor incorporates software that is subject to an open source license that does not provide implementation guidance, then the Contractor must attach or include the terms of the license within the

work itself, such as in code comments at the beginning of a file, or in a license file within a software repository.

In addition, the Contractor must obtain written permission from the PA Compact Commission before incorporating into the delivered software any software that is subject to a license that does not qualify under the Open Source Definition promulgated by the Open Source Initiative. If the PA Compact Commission grants such written permission, then the Contractor's rights to use that software must be promptly assigned to the PA Compact Commission.

Disclosure of Foreign Government Interests – No contract will be awarded to an entity controlled by a foreign government. The Offeror shall disclose any interest a foreign government has in the Offeror when that interest constitutes control by a foreign government as defined by 48 CFR 252.209-7002. If the Offeror is a subsidiary, it shall disclose any reportable interest a foreign government has in any entity that owns or controls the subsidiary, including reportable interest concerning the Offeror's immediate parent, intermediate parents, and the ultimate parent.

6.0 Instructions and Evaluation

6.1 Submission Instructions

All proposals must be sent to the PA Compact Commission by email no later than 5:00 p.m. U.S. ET on Friday, December 19, 2025. Proposals may be directed to Abigail Mortell at amortell@csg.org. Failure to adhere to submission instructions may result in bidder disqualification.

Questions must be received by 5:00 p.m. U.S. ET on Friday, November 14, 2025. Questions received and answered will be posted on the website of the PA Compact Commission as soon as possible.

6.2 Instructions for Proposals

Technical Submissions

Technical submissions must consist of a technical proposal of no more than four (4) pages, a staffing plan of no more than three (3) pages plus resumes and signed letters of intent to participate, and references to one or more source code samples, preferably open source. Technical submissions may also include user research plans and design artifacts of no more than 30 pages combined. Technical proposals and staffing plans must be submitted using 12-point type.

The technical proposal must set forth the Offeror's proposed approach to providing the services required, including the base software (if any) and programming language(s) the Offeror proposes to use. The technical proposal must also make clear that the Offeror understands the details of the project requirements. The technical proposal must also identify potential obstacles to efficient development and include plans to overcome those potential obstacles. The technical proposal must also include a description of the Offeror's plans, if any, to provide services through a joint venture, teaming partner, or subcontractors.

The staffing plan must set forth the Offeror's proposed approach to staffing the requirements of this project, including the titles of each of the labor categories proposed and proposed level of effort for each member of the Offeror's development team. The staffing plan must also identify the proposed Project Manager and proposed Technical Lead by name and include a resume for each. Those resumes must include a brief description of the experience and capability for each individual but cannot exceed one (1) page in length each. Offerors proposing Key Personnel who are not currently employed by the Offeror or a teaming partner must include a signed letter of intent from the individual proposed as Key Personnel that he/she intends to participate in this project for at least one (1) year. The staffing plan must also set forth the extent to which the proposed team for this project was involved in the development of the source code referred to in the next paragraph.

The staffing plan must set forth and explain the extent to which the Offeror will provide individuals with experience in at least each of the following areas:

Agile development practices

- Automated (unit/integration/end-to-end) testing
- Continuous Integration and Continuous Deployment
- Refactoring to minimize technical debt
- Application Protocol Interface (API) development and documentation
- Open-source software development
- Cloud deployment
- Open-source login/authentication services
- Product management and strategy
- Usability research, such as (but not limited to) contextual inquiry, stakeholder interviews, and usability testing
- User experience design
- Sketching, wireframing, and/or prototyping, and user-task flow development

- Visual design
- Content design and copywriting
- Building and testing public facing sites and tools

The references to one or more source code samples must be either links to Git repositories (either credentialed or public) or to equivalent version-controlled repositories that provide the PA Compact Commission with the full revision history for all files. If an Offeror submits a link to a private Git repository hosted with GitHub, the PA Compact Commission will provide the Offeror with one or more GitHub user identities by email, and the Offeror will be expected to promptly provide the identified user(s) with access to the private Git repository.

The source code samples should be for projects that are similar in size, scope, and complexity to the project contemplated here. The source code must have been developed by either (i) the Offeror itself, (ii) a teaming partner that is proposed in response to this RFP, or (iii) an individual that is being proposed as Key Personnel for this project. The PA Compact Commission would prefer that the source code samples have been for recent projects involving teams of approximately 4-9 Full-Time Equivalent (FTE) personnel.

If the references to source code samples provided do not include associated references to user research plans and design artifacts demonstrating how ongoing user research was incorporated into the project, then the Offeror must submit a user research plan and design artifacts relating to at least one (1) of the source code samples provided.

Price Submissions

Price submissions must set forth a loaded hourly rate that represents the Offeror's estimate of the cost to the PA Compact Commission for the development services and travel expenses (if any) required for each period of performance (the initial one-year term, and any subsequent optional terms). Offerors should provide the price proposal in an Excel workbook and include the labor categories and staffing levels used to calculate the loaded hourly rate. The PA Compact Commission expects that the labor categories and staffing levels set forth by the Offeror in the Excel workbook will be consistent with the Offeror's staffing plan.

The Contractor will be compensated at the loaded hourly rates. The PA Compact Commission intends to evaluate proposals and award based on initial proposals, and therefore the Offeror's initial proposal should contain the Offeror's best terms.

Interviews

The Offerors with the most highly rated written submissions may be invited to participate in an interview as part of the evaluation process. Each interview will be conducted remotely via video connection and/or teleconference. The PA Compact Commission will communicate with certain Offerors to schedule the dates and times of interviews. The PA Compact Commission will, upon invitation to the selected Offerors, set the total time for the interview, expected to be up to 1 hour.

Each interview will include an unstructured question and answer session, during which Offerors may be asked questions about the technical aspects of their proposal and their approach to software development. The PA Compact Commission expects these interviews will assist the PA Compact Commission to assess the technical abilities of the proposed development team and to better understand the proposed technical approach described in the Offeror's written submission. Both of the Offeror's proposed Key Personnel must participate in the interview.

Each interview will begin with an Introductions phase, during which the Offeror and PA Compact Commission interview team members will introduce themselves.

Introductions will be followed by an Open Technical Session, during which the Offeror interview team will respond to the PA Compact Commission's questions related to the technical aspects of the Offeror's proposal. Offerors will NOT be able to use or present any slides, graphs, charts, or other written presentation materials, including handouts. There will be no follow-up session for further questions after this part of the interview.

Interviews will conclude with a Closing Remarks phase, during which the Offeror may make a short presentation summarizing the Offeror's responses to the PA Compact Commission's questions.

Interviews will not constitute discussions. Statements made during an interview will not become part of the agreement.

Basis of Award and Evaluation Factors

Each submission received by the PA Compact Commission will be evaluated for technical acceptability. Submissions that are determined to not be technically acceptable after the Offeror has been given the opportunity for clarification will not be evaluated further.

Quotes must be realistic with respect to technical approach, staffing approach, and total price. Quotes that indicate a lack of understanding of the project requirements may not be considered for award. Quotes may indicate a lack of understanding of the project

requirements if the staffing plan does not use a realistic mix of labor categories and hours, or if any proposed hourly labor rates are unrealistically high or low.

The PA Compact Commission will evaluate quotes that are technically acceptable on a competitive best value basis using a trade-off between technical and price factors.

Technically acceptable submissions will be evaluated based on four (4) evaluation factors. These factors are (1) technical approach, (2) staffing approach, (3) similar experience, and (4) price. The three (3) technical, non-price evaluation factors, when combined, are significantly more important than price. The PA Compact Commission may make an award to an Offeror that demonstrates an advantage with respect to technical, non-price factors, even if such an award would result in a higher total price to the PA Compact Commission. The importance of price in the evaluation will increase with the degree of equality between Offerors with respect to the non-price factors, or when the Offeror's price is so significantly high as to diminish the value to the PA Compact Commission of the Offeror's advantage in the non-price factors.

Technical Approach

In evaluating an Offeror's technical approach, PA Compact Commission will consider (a) the quality of the Offeror's plans to provide the open source, agile development services required, including user research and design, (b) the extent of the Offeror's understanding of the details of the project requirements, and (c) the extent to which the Offeror has identified potential obstacles to efficient development, and has proposed realistic approaches to overcome those potential obstacles.

Staffing Approach

In evaluating an Offeror's staffing approach, the PA Compact Commission will consider (a) the skills and experience of the Key Personnel and other individuals that the Offeror plans to use to provide the required services, (b) the mix of labor categories that will comprise the Offeror's proposed development team, and (c) the Offeror's proposed number of hours of services to be provided by each member of the Offeror's proposed development team.

Similar Experience

In evaluating an Offeror's similar experience, the PA Compact Commission will consider the extent to which the Offeror has recently provided software development services for projects that are similar in size, scope, and complexity to the project described in this RFP, and the quality of those services. In evaluating the quality of those services, the PA

Compact Commission will consider, among other things, the revision history for all files in the source code samples provided. The PA Compact Commission will also consider the user research and design-related artifacts that were associated with the source code samples provided or submitted separately. Past projects in which the Offeror demonstrated efficiencies in software development time will also be an important factor. In considering an Offeror's similar experience, the PA Compact Commission may also consider information from any other source, including Offeror's prior customers and public websites.

Price

In evaluating an Offeror's price, the PA Compact Commission will consider the total of the Offeror's estimated costs for the development services, and travel expenses proposed (if any), for the total period of performance. This total amount should be reflected in the Excel workbook described in the Price Submission subsection.

Appendix – Additional Information Regarding Funding

As stated in §2.2 above, the budget of this contract will be \$270,000 for up to one-year period of performance. This funding originates from three funders—AAPA, NCCPA, and FSMB. The PA Compact Commission has an agreement in place with AAPA and NCCPA for financial support on an annual basis, of which funding continuity is anticipated beyond the amount budgeted here and may enable the commission to allocate additional funds for data system development. The PA Compact Commission is a recipient of the 2025 FSMB Foundation Grant for \$15,000 and intends to reapply for this grant in the future.

The PA Compact Commission is also supported by HRSA grant funds that are not currently included in the data system budget but may present an option for additional funding.

The PA Compact Commission is available for further discussion about its funding availability.