



**American Association of Colleges of Pharmacy
Online Survey System
Request for Proposals**

Introduction:

The American Association of Colleges of Pharmacy (AACCP) seeks to develop and/or improve an online survey system to collect data from all colleges and schools of pharmacy in the United States. The survey system will allow both AACCP and our member institutions to access longitudinal data and generate electronic reports.

About AACCP:

The American Association of Colleges of Pharmacy is a 501c(3) organization with a 112 year history as a membership organization for colleges and schools of pharmacy (institutional members) and their faculty (individual members). For over 30 years, AACCP has maintained a cyclic program of institutional data collection and analysis. More information about AACCP can be found at www.aacp.org.

System Users/Access Points:

System users should have varying security and permission levels as determined by the organization administrator.

AACP Staff

1. AACCP Administrator
2. Other staff as designated by AACCP administrator

AACP Member Colleges and Schools of Pharmacy

1. Survey Coordinator (dean or other designate)
2. Individual faculty and/or staff as designated by survey coordinator. Survey users can be assigned access to each survey on an individual basis. They may have access to only one survey or up to all surveys.

Survey System Requirements:

1. Ability for colleges/schools of pharmacy and administrators (AACCP) to create and manage users and system access levels.
2. Ability to customize and revise surveys on an ongoing basis.
3. Ability for colleges/schools of pharmacy to input, update, and upload information into the surveys (data, text, images, etc.) from a wide variety of software programs on an ongoing basis.
4. Ability to edit and revise submitted surveys on the administrator and school user sides.
5. Ability for survey administrators (AACCP staff) and school/college users to download and save data reports from surveys.
6. Ability to easily generate graphs, tables, and dashboards and export to various software programs.
7. Ability to filter data for reports and run basic descriptive statistics.
8. Data warehousing for all survey data.

9. Capability of providing benchmarking reports given the selection of 5 or more peer schools per the [AACP Data Policy](#).
10. Capability of providing different reports for administrators and schools. For example, the Faculty Survey raw data report should contain demographic data on the administrator side, but should not contain these data on the school side.
11. Ability for schools to enter names and emails addresses for four surveys of students, faculty, alumni, and preceptors and be able to send out individual or group emails to these users that are assigned to complete surveys. Each respondent should have a unique login to access the survey and only the administrators (AACP) should be able to view the login information in order to ensure the confidentiality of respondents.
12. Ability for schools to view the results of these four surveys; however, the respondents' names should remain confidential. Names should be replaced by a random id number.
13. Integration with current vendor that manages AACP's e-accreditation management system and centralized application service. Data from these systems should be importable and exportable among the systems.

The following features should be present within the survey system:

1. Strict data confidentiality, security, and backup
2. Importability of Excel, Word, PDF, graphics, and other documents
3. Exportability to Excel, Word, PDF, SPSS
4. Ability to generate reports
5. Web access for authorized users

Proposal and Project Process:

Please submit proposals by April 13, 2012; attention to Danielle Taylor (dtaylor@aacp.org). Questions should also be directed to Danielle Taylor.

Proposals should include: company background information , biographies for key staff assigned to the project, at least three references, budget, project timeline referencing interim deliverables and milestones, payment arrangement, warranty, training resources, and support program and process for issue resolution. It is anticipated this survey program will be fully tested, implemented and operational with users trained by January 1, 2013.