

**HIPAA Security Compliance Assessment Request for Proposals
Questions & Answers – Round 2 (5/27/2015)**

- 1. On page 4 of the RFP, under Section B, “Services to be Provided/Required Tasks,” bullet number seven, Expected Project Deliverables,” states, “Evaluation results and the analysis of the HIPAA Risk Assessment shall be reported in the form of a table as shown in Attachment A” Could CBH please provide information on where to find “Attachment A” in the RFP?**

Attachment A was inadvertently not included in the original attachments. It has been included on the DBHIDS Contracting Opportunities web page, along with this second and final round of Q&A.

- 2. On page 5 of the RFP, under Section A, “Required Proposal Format,” 1.c., “format Requirements,” states, “For each section where it is required, the Applicant must fully answer all of the listed questions in the outline form in which they are presented in the RFP. Answers to each question must be numbered/lettered and correspond to the numbered/lettered questions in this RFP.” Could CBH please verify if there are a list of questions, other than the Disclosure forms that must be answered by Vendors? If so, please provide the location of these questions.**

The “outline form” cited in the RFP refers to the numbering format that the proposals should use when responding. Most specifically, proposals should use this format when responding to Section III – “Proposal Format, Content, and Submission Requirements; Selection Process”, though this may be true for other sections as well.

There is no additional list of questions to answer beyond what is in the body of the RFP.

- 3. On page 6, Section 2.c – Personnel: Are Vendors permitted to include resumes of key personnel who will be assigned to this project as an attachment, so not to be included in the 8-page limit for this section?**

Yes, resumes or other relevant documents may be included as attachments, so to not be included in the eight-page narrative limit.

- 4. Section 3, “Terms of Contract,” are Vendors required to submit an Office of Economic Opportunity (OEO) Antidiscrimination Policy Solicitation for Participation and Commitment Form?**

This is not a requirement for this RFP. Please see question #3 referring to attachments.

- 5. (Scope) Is the scope of the engagement to include an evaluation of the organization’s compliance with solely the HIPAA Security Rule rather than its compliance with all three HIPAA-HITECH Rules (Security, Privacy and Breach Notifications Rules)?**

The engagement should cover solely the HIPAA Security Rule.

6. (Scope) Does Community Behavioral Health (CBH) maintain one common set of Privacy, Information Security and Breach Notification Policies and Procedures (PnPs), or each component of CBH (The Office of Addiction Services, The Office of Mental Health, and Intellectual disAbility Serices) maintain separate PnPs?

a. If there are multiple PnPs between components, is CBH requesting a review of each set of PnPs?

CBH (Community Behavioral Health) is a non-profit organization contracted by the city; it is affiliated with but maintains separate PnPs from DBH (the Department of Behavioral Health and Intellectual disAbility Services).

CBH is not requesting a review of the City of Philadelphia PnP's.

7. (Scope) What is the current status of PnPs in the organization?

a. Are they written?

b. Have they been implemented?

c. Are they accessible to the appropriate Workforce Members?

d. Have Workforce Member been fully-trained on them?

e. Have PnPs been updated to reflect changes driven by the Omnibus Final Rule?

This information will be discussed with the successful Applicant.

8. (Scope) Are all information assets within the scope of this engagement located in one facility, or are they in multiple facilities? How many physical sites are in scope? Please list (at a minimum) data centers and locations for interviews with information asset/process owners

There is one primary facility which is the datacenter and interview site, and a secondary site with a sizable population of remote users.

9. (Scope) Since an analysis of where PHI is created, received, maintained and transmitted by CBH is part of the requested scope of work, without knowing how many information assets, and the type (e.g. locally-hosted and/or controlled or hosted/controlled by a third party), are to be included within the risk analysis and technical testing/evaluation, it is challenging to provide a thorough and accurate quotation, would CBH be willing and able to consider a proposal that provided a pricing methodology, but perhaps not an exact price?

Yes, we would be open to entertaining a proposal that included a pricing methodology without an exact price.

10. (Scope) “Results shall be presented in paper/PDF format, as well as electronic format which will serve as a management/tracking tool going forward.” Vendor hosts a secure, online Project “Work Room” for collaboration and sharing of Documentation, as well as a Software tool used to conduct the analysis/assessments. At the time of this Response, is CBH requesting access to the online Project “Work Room,” or access to the Software tool?

CBH is not requesting access to a project work room or software tool at the time of this response but these would be acceptable electronic formats in the context of a successful proposal.

11. (Compensation/Reimbursement) Does CBH have a preference or would any bidder have an advantage if the proposed pricing was fixed price; time and materials-based; or “not-to-exceed”?

CBH is open to any pricing structure an Applicant proposes and is not more favorable to one over another.

12. (Selection Process) Sections II.F and III2.F.1 of the RFP state: “Special consideration will be given for the following:

- a. Businesses owned and controlled by minorities, women, and persons with disabilities.*
- b. Philadelphia-based Applicants.*

Is it unlikely that a firm that is neither of the above could be selected, even though the firm has proven it is highly-qualified and experienced in performing these types of assessments, and whose pricing proposal was competitive with those of other participants, in a field of firms participating in the process that might possess one or both of the above attributes, and may not have the credentials and experience of those participants? Points values for the two attributes identified above are not provided, so we are interested in learning whether it might be futile to submit a proposal.

CBH will consider all applications based on all of the criteria presented within this RFP and choose the firm whose proposal will most likely best suits our needs.