|  |  |  |
| --- | --- | --- |
| **wsu-primary-horz-color-600-10-2017-small**  **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, Suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734** |

**November 26, 2024**

**Addendum No. 2**

**RFP HIPPA Compliance Consulting Services 2024**

**dated November 12, 2024**

**This Addendum must be acknowledged on Schedule D.**

Questions have been raised during the Pre-Proposal meeting held on **November 19, 2024**for the University's RFP for **HIPPA Compliance Consulting Services 2024** for the **Computing and Information Technology.** A summary of the questions asked, and the University's responses are as follows:

**Question**

Are there specific units or departments pre-identified as potential hybrid entities requiring priority analysis?

**Answer**

Wayne State seeks to be compliant with HIPAA, but it is not clear that Wayne State needs to declare covered status or hybrid status. That is one of the key questions to be addressed by this project. We do expect the following areas are among those that will need to be included in a study. There may be others that should be.

* School of Medicine
* College of Nursing
* School of Social Work (including the Social Work Early Childhood Support Clinic)
* Athletics
* The Division of Research and Innovation including IRB Administration
* The Merrill Palmer Skillman Institute Early Childhood Center (MPSI ECC)
* Psychology Clinic
* Computing and Information Technology
* The future School of Public Health

**Question**

Should we factor in any existing compliance tools or partnerships with third parties?

**Answer**

Wayne State University does not own a hospital, but Wayne State does employ researchers who are also employed by and provide health care services at several local hospitals including, but not limited to, the John D. Dingell Veterans Affairs Medical Center and McClaren hospitals which include the Detroit Medical Center and the Karmanos Cancer Institute. Wayne State does not provide any health care services. Any health care services are done through separate entities such as Wayne Health and Wayne Pediatrics; there are individuals who are employed by both Wayne State and those separate entities. Wayne State’s researchers may use data obtained from/through their health care services activities with those other entities for their Wayne State research activities (subject to IRB approvals, etc). This should be taken into account when conducting evaluations.

The Division of Research and Innovation includes Institutional Review Boards and several associated policies and procedures to ensure privacy and HIPAA compliance.

**Question**

Are there current staff members or departments responsible for HIPAA training or compliance activities?

**Answer**

Yes, but only to the extent applicable for research activities. The Division of Research and Innovation houses the Human Research Protection Program (which is headed by a director) and three Institutional Review Boards which also serve as HIPAA Privacy Boards. Collaborative Institutional Training Initiative (CITI) training must be completed by principal investigators, key personnel, and authorized signatories before projects can receive IRB approval. Wayne State does not have a HIPAA Privacy Officer.

**Question**

What level of granularity is expected in the cost estimations for systems, personnel, and training?

**Answer**

Vendors are to provide whatever detail they feel will aid in analysis of proposals. Hourly rates and estimated hours are specifically requested for vendor bids on analyzing WSU’s status. As for estimates for implementation of any compliance program, these can be more general as vendors are not being asked to bid implementation at this time.

**Question**

Can you describe IT/ Security governance at WSU? Does exist centralized governance, so all Schools and Colleges follow the same security requirements, or each school/college is independent and manages IT/Security on their own?

**Answer**

IT infrastructure is largely centralized in Computing and Information Technology (C&IT), but like many institutions some work is moving to the cloud (Amazon, Azure, Google) where appropriate. Desktop equipment (15,000 computers) is centrally supported and managed through C&IT. As for security practices related to Protected Health Information, these are prescribed by the IRBs.

**Question**

If IT Security management is decentralized, how many legal entities are we talking about that are supposed to be part of this project?

**Answer**

While the project may involve evaluating the interactions Wayne State has with other entities, only Wayne State University (a single legal entity) is included in this project. All other entities are separate and manage their own security.

**Question**

Delivery remote or on-site?

**Answer**

We expect a written report, but a presentation of the results with an opportunity for discussion is desired. In person is often better, but costs for an in-person presentation as well as costs for a Zoom or Microsoft Teams presentation might be provided as an alternative.

**Question**

How many computers are in the WSU?

**Answer**

15,000 desktop, hundreds of servers

**Question**

How many users (humans) are in the WSU?

**Answer**

Wayne State has approximately 7,700 employees (faculty and staff) and 24,000 students.

**Question**

Please provide an estimate of the number of departments/units that will be considered in the scope of this assessment for Health Insurance Portability and Accountability Act (HIPAA)/ Health Information Technology for Economic and Clinical Health (HITECH) compliance.

**Answer**

As noted above:

* School of Medicine
* College of Nursing
* School of Social Work (including the Social Work Early Childhood Support Clinic)
* Athletics
* The Division of Research and Innovation including IRB Administration
* The Merrill Palmer Skillman Institute Early Childhood Center (MPSI ECC)
* Psychology Clinic
* Computing and Information Technology
* The future School of Public Health

**Question**

How centralized is the technology environment: are technology, hosting, and security controls largely centralized and similar across the institution, or are there significant differences for individual departments/units?

**Answer**

As noted above….

IT infrastructure is largely centralized in Computing and Information Technology (C&IT), but like many institutions some work is moving to the cloud (Amazon, Azure, Google) where appropriate. Desktop equipment (15,000 computers) is centrally supported and managed through C&IT. As for security practices related to Protected Health Information, these are prescribed by the IRBs.

**Question**

Are the HIPAA Privacy, Security, and Breach notification rules all included in the scope of this project?

**Answer**

Yes.

**Question**

Regarding RFP Section H.1, page 4: As a privately held firm, we are not required to prepare audited or unaudited financial statements. Will condensed financial information for the previous three fiscal years be acceptable to satisfy this requirement?

**Answer**

Yes, as long as the information reflects the financial stability of the company.However, WSU does reserve the right to request more information if the University deems it necessary.

**Question**

Can the resumes be provided in an appendix and excluded from the 25-page limit?

**Answer**

No, resumes are part of the 25-page limit.

**Question**

What do vendors need to submit in response to Schedule B, if anything? Do we need to return Schedule B as part of our proposal? If yes, do we need to return all three pages of Schedule B since we only have 25 pages in total for the proposal?

**Answer**

Yes, you need to return Schedule B, but you only need to return the first page with your company name at the top.

**Question**

Since the University provided Schedule C as an Excel file, do vendors submit Schedule C as a separate, stand-alone document? Please confirm or clarify. Given the tight page limit, do we need to return the Schedule C on page 19 of the RFP since there is nothing for us to fill out on that sheet?

**Answer**

Vendors should return Schedule C both as an excel attachment and as part of your PDF document. Yes, the PDF document does count towards your 25 page limit, but you do not have to have any blank pages in the document.

The Deadline for project related questions is **November 26, 2024*,*** **12:00 noon**.

**Bids are due by electronic submission on** **December 12, 2024 no later than 2:00 p.m.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **November 12, 2024**.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Valerie Kreher**, **Senior Buyer**, Email; **rfpteam2@wayne.edu.**

Thank you,

**Valerie Kreher**

**Senior Buyer**

*Attachments:*