|  |  |  |
| --- | --- | --- |
| 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** **FAX (313) 577-3747** |

**November 19, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP HIPAA Compliance Consulting Services 2024**

**datedNovember 12, 2024**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **HIPAA Compliance Consulting Services 2024** was held on **November 19, 2024 at 10:30 am** **Valerie Kreher** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Patrick Gossman** of the **Computing and Information Technology**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at **http://go.wayne.edu/bids**.

**Numerous simple questions and answers were addressed at the pre-proposal meeting. Some of the issues were as follows:**

1. This RFP included an **Optional pre-proposal meeting.** In cases where the pre-proposal meeting is mandatory,only those vendors that attended the will be allowed to participate in this RFP Opportunity
2. A copy of the Prebid Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **November 26, 2024*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **December 12, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **November 12, 2024**.
5. The University is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for Wayne State work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **Required**
6. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
7. The assessment can be onsite, remote or a combination of methods.
8. BAA agreements are part of the assessment
9. The University does do risk management and is attentive to compliance. For example, see <https://somresearch.med.wayne.edu/integrity-compliance>
10. Yes, Wayne State has an Institutional Review Board. It is the responsibility of the Division of Research and Innovation. https://research.wayne.edu/irb
11. As far as HIPAA, we consider ourselves not a covered entity. The University does not provide health care. We do not operate a hospital. Some of our faculty do provide services through separate entities such as Wayne Health (https://www.waynehealthcares.org)
12. We do provide services to students that are covered by FERPA, but note that some extend to the community such as <https://psychclinic.wayne.edu>. The clinic publishes this privacy policy: https://psychclinic.wayne.edu/about/privacy
13. We do research work with health care data from multiple entities and are quite aware of HIPAA. Our IRB serves as a Privacy Board for work with these entities: The Detroit Medical Center, The Barara Ann Karmanos Cancer Institute, The John D. Dingell Veterans Administration Medical Center and Wayne Health.
14. The University is collecting health care data from a broader set of entities under Phoenix, an initiative that collects real-time health data (demographics, vital signs, medical history, diagnostic codes, emergency department visits, etc.) down to the neighborhood level, layering it with social determinants of health like household income, crime statistics and access to grocery stores, to determine community factors contributing to health challenges. This has led increasing requests for Data Use Agreements and BAAs. See: <https://research.wayne.edu/news/health-fund-boosts-wsu-health-initiative-with-500000-grant-35045>
15. Looking forward, the University is developing a School of Public Health which may touch on protected health information. <https://president.wayne.edu/public-health>
16. The University does have some policies and procedures regarding HIPAA. For example,
	1. <https://research.wayne.edu/irb/docs/va_form_10-0521_hippawaiverrequest.pdf>
	2. <https://research.wayne.edu/irb/docs/dua_and_limited_data_sets-_applying_the_hipaa_privacy_rule_to_research-_update7_2023.pdf>
	3. <https://research.wayne.edu/irb/docs/hipaa_summary_form10_2021_update_electronic_submission.pdf>
	4. <https://hr.wayne.edu/tcw/about/hipaa-protections.pdf>
	5. https://www.google.com/url?client=internal-element-cse&cx=008693872176005135416:hd9kmpeywgi&q=https://research.wayne.edu/irb/docs/10-03-hipaa-tip-sheet-for-investigator-s-update-nov-2011.rtf&sa=U&ved=2ahUKEwjX8pjnkvCJAxXTGlkFHTIfGAsQFnoECAYQAQ&usg=AOvVaw0qKUTK\_evy78RtzXncD6U4
17. The University uses a combination of on-premise computing equipment and cloud infrastructure (AWS, Google, Microsoft)
18. There is no restriction as to where the vendor or the subcontractors of the vendors may be located, it is up to your company to show us how you would do the work and how the location would not be a disadvantage to us in the course of the work.
19. A sample insurance certificate is located in the RFP. The insurance certificate does not need to be included with your response, but you must state whether you can provide it if you are the selected vendor. If selected, you must be able to furnish an insurance certificate.
20. If you choose to provide a fixed fee proposal, that should be in addition to the base proposal that we asked for
21. The time frame for completion of an assessment indicated in the RFP is generous. We are hoping it will take less time.
22. Parking on WSU campus lots and structures are $9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
23. Smoke and Tobacco Free Policies: On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors’ employees are in compliance anytime they are on WSU’s main, medical, or extension center campuses. The complete policy can be found at http://wayne.edu/smoke-free/policy/
24. IMPORTANT - Minutes for the Pre-Proposal Meeting are distributed, and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **November 26, 2024.**

**Do not contact the Computing and Information Technology, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Patrick Gossman**, Attendees list.

*Attachments:*