

REQUEST FOR PROPOSALS (RFP)
Consulting Services for HIPAA Compliance Project
For
Portland State University
(RFP No. 25986)

ADDENDUM Number 1

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RFP NO: 25986

TITLE: Consulting Services for HIPAA Compliance Project

DATE RFP ISSUED: February 26, 2014

DATE ADDENDUM 1 ISSUED: March 5, 2014

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PURPOSE OF THIS ADDENDUM 1:

The purpose of this Addendum 1 is to respond to those questions or requests for clarification/change (or protest) submitted by potential Proposers pursuant to Section 1, Paragraph 3 of the RFP. The questions or requests for clarification/change (or protest) are in italics. PSU's response is underlined.

1. VENDOR QUESTION:

Who is the executive sponsor(s) for this project?

PSU's RESPONSE:

Mark Sytsma, Associate VP for Research, Research and Strategic Partnerships.

2. VENDOR QUESTION:

Will the University provide the selected consultant with a project liaison or coordinator to assist with the coordination, planning, and communications of this project?

PSU's RESPONSE:

Yes.

3. VENDOR QUESTION:

Regarding RFP Section 2, Phase I.a. states: "Assign a project manager, acceptable to the University, to manage the proposer's activities and project progress with on-site dedication and availability to the project." Please provide more information on the University's expectations regarding on-site availability throughout the duration of this engagement?

PSU's RESPONSE:

The University expects the consultant to be on-site to accomplish the necessary fact-finding and other activities in order to successfully accomplish the required tasks. Additionally, the consultant will be expected to be on-site for a kick-off meeting and for presenting the deliverables for Phase II and Phase III.

4. VENDOR QUESTION:

Does the University have a software and hardware inventory that you can share with bidders?

PSU's RESPONSE:

The University does not currently have software that is dedicated to HIPAA. The University is in the process of implementing Quali-Coeus electronic research administration software and is a Banner institution.

5. VENDOR QUESTION:

Regarding Section 2 of the RFP: Does the University expect all four project phases to be completed within the \$50,000 budget described in the RFP?

PSU's RESPONSE:

No. The University expects the first three phases to be completed within the described budget.

6. VENDOR QUESTION:

Regarding Section 2 of the RFP: Phase IV begins with the statement "Subject to a notice to proceed from PSU,..."

- a. *Is Phase IV optional or required?*
- b. *Is Phase IV to be included within the budget of \$50,000?*
- c. *Should bidders include Phase IV in our proposed fees for this engagement?*

PSU's RESPONSE:

- a. Discussion of what will be needed in Phase IV is required.
- b. No.
- c. No.

7. VENDOR QUESTION:

What were the results of your initial HIPAA assessment? Could you share a copy of the assessment and its findings?

PSU's RESPONSE:

Yes. The University will provide a copy of the document to the successful proposer after the contract between the University and successful proposer has been executed.

8. VENDOR QUESTION:

What is the University's anticipated timeframe and duration for Phases I through IV?

PSU's RESPONSE:

The University has some current projects that we think will require compliance with the HIPAA regulations that are applicable to business associates. The University needs to establish that as

soon as possible and create the necessary protocols to allow the projects to proceed. A final report for Phases I through III should be completed by June 30th, including recommendations for Phase IV. We anticipate Phase IV will be an ongoing project that will commence next fiscal year.

9. VENDOR QUESTION:

How many physical locations handle Protected Health Information (PHI) within the scope of this project?

PSU's RESPONSE:

To be determined.

NOTICE: PSU assumes no liability for inadvertent errors or mistakes in this document. PSU has answered all vendor questions to the best of our ability with the information we have readily available at the time of issuance of this document.