

*December 3, 2018*

**Questions and Answers to RFP HIPAA/HITECH ACT PRIVACY AND SECURITY RISK ANALYSIS No. 2018001**

Question 1: Section I.B. Overview: The RFP indicates that the Proposer will have 30 calendar days to begin the analysis from the date of the award. Then, once the analysis is started, the proposer will have 60 calendar days to complete it. Is it correct that this means that the maximum timeline allowed under this RFP for completion of the analysis is 90 calendar days following the award of the contract?

Answer 1: The thirty (30) day time period is provided to allow the Proposer adequate time to ensure resources are available to complete the scope and deliverables once the contract is awarded. Once the analysis begins, the Proposer has sixty (60) calendar days to complete items in scope and deliverables.

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Question 2: Section II.B.3: There are 5 entities listed in Locations in Scope, does each have its own inventory of policies and procedures? If so, what is a good approximation on the total number of unique policies currently in effect that would be reviewed as part of this RFP?

Answer 2: The parent-company, Heartland Alliance, has a Privacy and Information Security Manual which is the primary resource for privacy and information security policies. Each entity may have additional privacy policies that supplement the Manual and are specific to program requirements. The Manual contains twenty (20) privacy policies and eighteen (18) security policies. If an entity has supplemental policies, it is likely to be minimal.

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Question 3: Section II.B.4.i: If scheduling or organizational priorities impact the timeliness of the availability of management and staff who are to be interviewed and this is confirmed by "HA", does the Proposer have the opportunity to extend the timeline for the final deliverable to accommodate such a situation?

Answer 3: If a Heartland Alliance entity has scheduling conflicts or organizational priorities that impact the Proposer's ability to conduct the interviews, yes, an extension may be granted; however, our entities are aware of the upcoming evaluation and are therefore expected to avail themselves for any interviews.

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Question 4: Misc. What are the dates of the last, respective risk analyses for each of the locations in the “Locations in Scope”?

Answer 4: The last analysis was conducted in November, 2017 for all entities listed.

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Question 5: Misc. For any risk analysis previously completed for HA, will the Proposer have access to these previously completed analyses?

Answer 5: Once the contract has been awarded, the previous risk analysis and Work Plans will be made available.

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Question 6: Misc. Are the locations identified in the “Locations of Scope” under the direction of separate management teams with respect to HIPAA privacy security and privacy or do they all fall under a common management team?

Answer 6: Heartland Alliance and its subsidiaries operate in a matrix environment. At the parent-level resides the Privacy Officer and Chief Information Security Officer who have primary responsibilities related to HIPAA. Each entity of Heartland Alliance has a compliance/quality liaison who has responsibilities for day-to-day privacy management. In addition, each entity has administrators of third-party applications that may be part of the analysis.

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Question 7: Prior to the start of the Analysis, which would be the date of the award up to 30 days after the date of the award, will the Proposer have the opportunity to begin the review of documents such as Policies and Procedures, previous risk analyses, and other HIPAA related work product in preparation for the analysis.

Answer 7: No. The evaluation of documents, such as policies and procedures are in the Scope of Work, therefore considered part of the analysis process.

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