

**COUNTY OF FRESNO**  
**ADDENDUM NUMBER: ONE (1)**  
**RFP NUMBER: 962-5371**  
**HIPAA TRAINING**

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Issue Date: August 25, 2015

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing  
4525 EAST HAMILTON AVENUE, 2<sup>nd</sup> Floor  
FRESNO, CA 93702-4599

**CLOSING DATE OF PROPOSAL WILL BE SEPTEMBER 16, 2016.**

**PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.**

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Gary E. Cornuelle,**  
phone (559) 600-7110 or e-mail [CountyPurchasing@co.fresno.ca.us](mailto:CountyPurchasing@co.fresno.ca.us).

**NOTE THE ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 962-5371 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN IN BLUE INK AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.**

**ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 962-5371**

COMPANY NAME: \_\_\_\_\_  
(PRINT)

SIGNATURE (In Blue Ink): \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_  
(PRINT)

PURCHASING USE: GEC: ssj

ORG/Requisition: 56201500/ 5621600171

## QUESTIONS AND ANSWERS

**Q1. Approximately how many individuals are anticipated to complete the training in the 3-year contract period?**

A1. *See Page 21, BACKGROUND, 3rd Paragraph, "The County typically trains 2,000 to 2,300 full-time, part-time, contracted, student and intern employees annually, but has trained as many as 3,500 annually in the past. The number of employees trained each year is dependent upon several factors including staff turnover and attrition; therefore, the County will not guarantee a minimum level of usage." The County trained 2,332 employees in the past year and it is anticipated that approximately 6,996 individuals would complete the training in a three year period.*

**Q2. Our existing service meets the vast majority of requirements as listed in the RFP. There are a few small things that are not features of our software as it exists today. In our RFP, we would disclaim this to make sure the bid evaluation committee understands the exact feature/functionality we have. However, since we would meet about 98% of the bid requirements, but perhaps not 100%, would that disqualify us?**

A2. *No, that would not disqualify you. Please see Page 14 - EXCEPTIONS of the RFP.*

**Q3. Based on reading the RFP, it appears that this is a rebid of an existing contract. Is it possible to get the name of the incumbent vendor and the bid that won the previous time this contract was sent to RFP?**

A3. *The name of the training software product that the County currently utilizes is "OCCAM" and it was purchased in the early 2000's. It was not purchased through the RFP process. The purchase price of that software is unavailable.*

**Q4. Please elaborate on this statement on page 19: RIGHTS OF OWNERSHIP The County shall maintain all rights of ownership and use to all materials designed, created or constructed associated with this service/project/program.**

A4. *The County does not want any changes made to the web-based training that are specific to the County of Fresno policies and procedures or any part of the training that contains the Seal of the County of Fresno or reference to the County of Fresno to be used in any training other than the training offered to the County of Fresno.*

**Q5. When does the renewal training need to be available?**

A5. *See the RFP, Page 24, Miscellaneous, # 5. It is desirable that the initial and abbreviated (renewal) training will be available within 30 days; however, this would be addressed fully in the resulting contract negotiations.*

**Q6. Do you require training for your employee benefits staff that covers the requirements that are separate from health care requirements?**

A6. *See Page 21, BACKGROUND, Paragraph # 2. The County provides HIPAA training to some department programs that do not provide direct medical or behavioral services. For example, some support staff in the Fresno County's Personnel Department, Auditor-Controller/Treasurer-Tax Collector's Office, and Information Technology Services Department are provided with the training. Those persons are included in the count in #A.1. above.*

**Q7. Has the county completed policies and procedures for Privacy and Security?**

*A7. Yes, the County has HIPAA Management Directives (policies and procedures) that cover HIPAA Privacy and Security.*

**Q8. Is a license for unlimited use or cost per training preferable?**

*A8. It is expected that the bidder's proposal will be presented to the County in the most cost effective manner based upon the County's needs as identified in this proposal.*

**Q9. Do you require your Business Associates to be HIPAA compliant? Do you recommend how they meet compliance requirements?**

*A9. Yes, we require Business Associates to be HIPAA compliant when a Business Associate agreement is applicable. Our County Counsel (County's legal department) recommends BA language/compliance requirements during the contract process dependent upon the type of service or product the contract encompasses.*