



Request for Proposal Health Insurance Portability and Accountability Act (HIPAA) Consultant

I. Statement of Purpose

Extraordinary Families, a 501(c)3 nonprofit organization formed as the result of a merger between Southern California Foster Family & Adoption Agency (SCFFAA) and Child Welfare Initiative (CWI), is seeking proposals for assistance with developing HIPAA policies and practices.

II. Background Information

In 2014, SCFFAA entered into the merger process with CWI – both well-established nonprofits that share the vision of improving the lives of foster children and youth throughout LA County. SCFFAA brought to the table its 20-year history of providing direct foster care, adoption, and transition services to youth and families, and CWI seven years of implementing programs and practices that produced measurable improvements in policies that affect the lives of children and families involved in child welfare systems. This process confirmed that a merger of the two organizations would result in gained synergies, improved efficiencies, reduced costs, and complementary services that leverages resources and greatly increases the organizations' impact on the community. On December 2, 2014, both Boards signed merger documents and the merger, folding CWI into SCFFAA, was finalized on December 31, 2014, and a new name, Extraordinary Families, was selected as a D/B/A.

Extraordinary Families currently operates a foster family agency (FFA) providing foster care and adoption services to children, youth and families involved in foster care. In addition, we assist older foster youth with preparing for self-sufficiency, and are planning to expand our service array to include mental health services. The project focuses on clarifying requirements for the agency related to Health Insurance Portability and Accountability Act (HIPAA), particularly as it relates to statutory changes required within California's Continuum of Care Reform (CCR), also known as AB 403, and requirements related to the Mental Health Services Act (MHSA).

III. Scope of Work

In cooperation with the Chief Executive Officer, Chief Operating Officer, Director of Foster Care and Adoption, and other staff as relevant, the selected bidder will:

- Complete a review of current and planned programs and services as they relate to HIPAA requirements
- Submit a written summary of results and recommendations
- Collaborate and guide development of new policies, procedures, forms, etc. to facilitate rapid implementation

V. Term of Contract

The work will be completed not later than 4 months after execution of the contract.

VI. Cost Proposal

Bidders are requested to submit a project price, include each service and detailed fee schedule. Selected proposers will be paid net 10 monthly with an approved invoice that details specific activities accomplished during the period. Any adjustments, additional

expenditures, or other service outside of the scope of this proposal must be pre-approved.

VII. Proposal Contents

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

- Section 1: Proposer Information: Bidder name, primary contact, email, phone, etc.
- Section 2: Scope of work/description of services, particularly as it relates to interpretation of HIPAA legal requirements for FFAs and mental health providers
- Section 3: Bidder qualifications: Summary of previous same work for a nonprofit organization that provides similar services
- Section 4: Attachments:
- Cost Proposal: Budget and narrative
 - Resumes: For key personnel working on this project
 - Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each
 - Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

VIII. Selection Process

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested will select proposers.

IX. Proposal Submission

Questions and completed proposals shall be submitted electronically to Janet Marinaccio, Chief Operating Officer, j.marinaccio@extraordinaryfamilies.org.

Questions shall be submitted by 12:00 pm PST on Friday, July 1, 2016. Responses to individual questions will be emailed to all proposers no later than COB Friday, July 8, 2016. **Complete proposals** are due by 5:00 pm PST on July 15, 2016. **Selected bidder** will be notified in writing by July 22, 2016. **Work will begin** immediately after contract execution.