

Southwest Michigan Behavioral Health



Request for Proposal

Information Systems Security Audit

RFP #IT 202301

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Section 1: General Information

1.1 Purpose of RFP

Southwest Michigan Behavioral Health (hereinafter referred to as “SWMBH”) is seeking proposals for an independent audit by a qualified organization of SWMBH Information Systems security that encompasses the following:

- Application Security
- Asset Management
- Accountability
- Security Awareness and Training
- Business Environment
- Cloud Security
- Contingency Planning
- Data Security
- Device Security
- Encryption
- Identity and Access Management
- Incident Management and Response Planning
- Information Governance
- Information Protection, Processes and Procedures
- Network Security
- Personnel Security
- Physical Security
- Risk Assessment and Risk Management
- Security Continuous Monitoring and Detection Processes

1.2 Description of SWMBH

SWMBH is a **Regional Entity** (approximately 70 staff) created pursuant to MCL 330.1204b of the Michigan Mental Health Code, 1974 PA 258. A Regional Entity is an independent public governmental entity, and is separate from the counties, authorities, or organizations that establish it. SWMBH operates under the authority of its own Board of Directors (the “SWMBH Board”).

SWMBH was created on June 28, 2013, with the filing of its Bylaws with Michigan’s Office of the Great Seal. These Bylaws were approved by the following participant Community Mental Health Services Programs, which are organized and operated as community mental health authorities under Michigan’s Mental Health Code (MCL 330.1001 *et seq.*)

- Barry County Community Mental Health Authority
- Berrien Mental Health Authority d/b/a Riverwood Center
- Branch County Community Mental Health Authority, d/b/a Pines Behavioral Health Services
- Calhoun County Community Mental Health Authority; d/b/a Summit Pointe
- Cass County Community Mental Health Authority d/b/a Woodlands Behavioral Healthcare Network;
- Kalamazoo County Community Mental Health Authority; d/b/a/ Integrated Services of Kalamazoo
- Community Mental Health and Substance Abuse Services of Saint Joseph County; d/b/a Pivotal and
- Van Buren Community Mental Health Authority

The SWMBH designated service area encompasses the following Michigan counties: Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren. These counties are hereinafter known as the “Service Area” of SWMBH.

SWMBH was formed for the purpose of (i) carrying out the provisions of the Mental Health Code in its MDHHS designated service area as they relate to: serving as a prepaid inpatient health plan, as defined in 42 CFR 438.2 (“PIHP”); (ii) managing the Medicaid Specialty Support and Services Concurrent with the 1915(b)/(c) Waiver Programs (“Medicaid”); (iii) managing the Healthy Michigan behavioral health program; (iv) managing the Michigan Medicaid Autism Benefit for Applied Behavior Analysis 1915 (i) waiver for its designated service area; (v) ensuring a comprehensive array of services and supports as provided in the PIHP’s Medicaid and Healthy Michigan contracts with MDHHS; and (vi) exercising the powers and authority set forth by the SWMBH Board.

Furthermore, on February 1, 2014, SWMBH took on the Substance Abuse Coordinating Agency (CA) required functions for its service area, pursuant to Public Act 501 of 2012 – Public Health Code, effective January 1, 2013; and Public Act 500 of 2012 – Mental Health Code, effective December 12, 2013.

It is within the scope of its authority to act as a Regional Entity, and its mandated contractual responsibilities that SWMBH is conducting this Request for Proposal (RFP) for the selection of a qualified contractor to provide an independent security audit.

1.3 Scope of Services Requested

The proposed audit will meet the requirements of ISO 27001/27002 Cybersecurity Framework or NIST Cybersecurity Framework V1.1. Vendor should have a minimum of five (5) years' experience in conducting Security Risk Assessments relating to the implementation of cybersecurity frameworks.

Selected Vendor will:

1. Conduct Security Risk Assessment focused on systems, platforms and competencies outlined in section 1.1.
2. Provide a detailed report of assessment process, findings and overview of effective IT controls, gaps and deficiencies in IT controls, associated risks, and remediation recommendations.

Please note that due to budget constraints, SMWBH will be reviewing proposals balancing costs with available services.

Section 2: RFP Package Response

2.1 Response Timeline

Activity	Timeline
Issuance of RFP	June 21, 2023
Vendor questions due (via email)	July 7, 2023
Replies sent to vendor's questions: (via email)	July 21, 2023
Proposals due to SWMBH	August 1, 2023
Review of proposals Completed	August 14, 2023
Vendor notification	August 18, 2023

Submission Deadline: Proposal must be received by 5:00 p.m. (EST) on Tuesday, August 1, 2023. Proposals received after the deadline will not be accepted.

2.2 Contact Point for Communications

Questions or requests for additional information regarding this RFP must be received in writing **no later than 4:00PM EST on July 7, 2023**. Please email them to:

Contact Name: Chief Information Officer
Email: swmbh.it@swmbh.org

No phone calls will be accepted or returned regarding the RFP. Should you have problems submitting emails call **1-800-676-0423** for assistance.

2.3 Vendor Response Package Components

The vendor must incorporate the following three sections in their submitted proposal:

Section One: **Vendor Overview Information**

The information contained in this section is detailed in Section 3 of this RFP.

Section Two: **Vendor Solutions Summary**

The information contained in this section should provide full details around how vendor system will meet SWMBH's requirements detailed in Section 1.3.

Section Three: **Sample contracts**

Please include a sample standard service agreement or contract. If it exists, an example of any ancillary agreements.

All proposal documents must be converted to Portable Document Format (PDF-preferred option), Microsoft Word or Microsoft Excel as appropriate, and submitted electronically via email to swmbh.it@swmbh.org

Maximum size of email with attachments is 20 megabytes. Please divide attachments between multiple emails if larger than 20 MB.

This RFP, as well as all submitted documents, specifications and correspondence submitted to SWMBH in response to this RFP, become the property of SWMBH. The proprietary materials submitted will not be shared between competing vendors responding to this RFP at any time for any reason.

Section 3: Vendor Overview Information

This section of the vendor response is designed to provide an overview of each vendor. Vendor responses should contain the following information:

Company Name, Address and Contact Information

Name, Address, Telephone, cell, fax, email

Legal name of organization, owner, tax ID, Local contact information, Billing/Payment contact and address, and Person Authorized to sign contract.

Articles of Incorporation

Copy of w-9

Insurance

Company History and Key Qualifications

Describe your company, its history, and what key qualifications you have to meet our Information Security needs.

Customer Profile

Describe what customers you have and what experience you have with those in non-profit or governmental sectors, including how many, who they are, how long they have been customers, and where they are located. Indicate if you have any pending or active litigation with current or previous customers and any regulatory issues within the past three years with Federal or State regulatory bodies.

Disclose sub-contracting relationships you have for the services requested in this RFP.

Disclose any known conflicts of interest and provide a written attestation statement that the organization is independent of SWMBH.

Customer References

SWMBH requires three (3) references from either past or existing customers of the vendor. These will be used for verification of quality of services received.

Business Profile and Description

Provide an overview of your Information Security Audit process and describe how it will meet the needs of SWMBH. Specify what differentiates your company and services from other vendors.

Pricing Methodology

Clearly define all fees that may be incurred by SWMBH.

Proposal Review

SWMBH reserves the right to request additional information or clarification from vendors, to allow correction of errors or omissions, and to waive irregularities and/or formalities when so doing may serve the best long-term interests of the organizations involved.

SWMBH reserves the right to reject any or all RFP submissions and to proceed in any other manner selected by SWMBH. SWMBH also reserves the right to discontinue the RFP process at any time and for any reason. The right to amend this Request for Proposal, giving equal information and cooperation to all vendors, is also reserved.

SWMBH reserves the right to award the vendor that it believes, in its sole discretion; best meets the needs of the organization.

SWMBH will request the most recent financial report, audit and management letter, and articles of incorporation from the vendor chosen.

Responses to Requests for Proposal are subject to the terms of the Freedom of Information Act and will be retained by SWMBH. A vendor's response to this RFP may become part of the final contract.

Proposal Retention

SWMBH will retain all proposals submitted and all proposals become the property of SWMBH upon submission.

Acceptance of Proposal Content

RFP responses of selected vendor may become contractual obligations. Failure to accept these obligations may result in cancellation of the selection, and the Vendor may be required to reimburse SWMBH for damages incurred.

Non-Collusion

The vendor certifies that this proposal has not been made or prepared in collusion with any other vendor and the prices, terms or conditions thereof have not been communicated by or on behalf of the vendor to any other firm and will not be so communicated prior to the official receipt of this proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S. C. Section 1001, relating to the making of false statements.