

# **REQUEST FOR PROPOSAL (RFP)**

## **ANNUAL HIPAA SECURITY RISK ANALYSES AND INTERNAL VULNERABILITY SCANS**

**KENTUCKY HEALTH CENTER NETWORK  
PO BOX 1127  
MT. STERLING, KY 40353**

**OCTOBER 6, 2025**

## **1. SUMMARY AND BACKGROUND**

The Kentucky Health Center Network (KHCN) is non-profit 501(c)3 organization funded by HRSA's Bureau of Primary Health Care to assist member organizations with organizational and operational quality improvement, particularly using their health Information Technology. In doing this work, KHCN facilitates consultation and assistance to our members in securing patient information and protecting the organization from cyberattacks and other electronic threats.

The KHCN has 27 organizational members, with 26 organizations that are eligible for BPHC-funded services support. Eligible KHCN members operate more than 600 sites across Kentucky, Arkansas, Mississippi, and Tennessee. Full information about our members and locations is available at <https://kyhcn.org/member-organizations/>.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best serve KHCN and its member organizations from the contracted date through July 31, 2028.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 p.m. ET on October 17, 2025. Any proposals received after this date and time may not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by KHCN legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

## **3. PROJECT SCOPE**

Responses to the RFP should be all inclusive, including costs of any required travel, or at least maximum costs for travel.

KHCN members represent a wide range of organizations that vary from just one clinic location to more than 100, and they have varying levels of IT staff from external contracted only to several internal IT staff members.

The following detailed services are requested:

- Provide an accurate and thorough Annual HIPAA Security Risk Assessment (including physical, administrative and technical risk review) for three consecutive years to ensure each member organization has in place reasonable and appropriate safeguards to ward off reasonably anticipated threats.
  - Collect data, including audits and virtual or in-person visits, from at least one location at each member organization.
  - Identify and document potential risks and vulnerabilities.
  - Assess current security measures.
- Report on findings and provide a remediation plan.
- Provide one internal vulnerability scan for three consecutive years for each member organization.

Proposal may also include group rates for KHCN members to purchase ad-hoc services from vendor as needed. Proposals must include all KHCN member organizations.

#### **4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

All proposals in response to this RFP are due no later than 5 p.m. ET on October 17, 2025.

Evaluation of proposals will be conducted through October 31, 2025. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 31, 2025.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by November 28, 2025.

Notifications to bidders who were not selected will be completed by November 28, 2025.

Positive efforts will be made to utilize small, disadvantaged, women-owned, and minority-owned.

##### **Project Timeline:**

Project planning will begin immediately upon notification of award and the annual HIPAA Security Risk Assessment should be completed by July 31 of each year (2026, 2027, 2028).

#### **5. BUDGET**

All proposals must include total costs to complete the tasks described in the project scope. Costs should be stated as one-time costs and include travel time and expenses.

NOTE: All costs and fees must be clearly described in each proposal.

#### **6. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of company history and executive background

- Description of staff experience, applicable certifications, and size to meet statewide needs.
- Description of plan for meeting the Annual HIPAA Security Risk Assessment needs of KHCN members across Kentucky for three consecutive years.
- Description of experience in Annual HIPAA Security Risk Assessments in healthcare organizations.
- Testimonials from or references for past clients in these areas.
- Timeframe for completion of the project.

## **7. PROPOSAL EVALUATION CRITERIA**

KHCN will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: Proposal must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work through client testimonials and references.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

Each bidder must submit an electronic copy of their proposal to [Jennifer.nesmith@kyhcn.org](mailto:Jennifer.nesmith@kyhcn.org) by October 17, 2025 at 5 p.m. ET.