



## REQUEST FOR PROPOSAL

### **LeadSafe Homes Program Lead Inspectors/Risk Assessors**

#### Question and Answer

As of August 18, 2023

**Q: What information is required regarding “information security systems” in response to Section B(7) of the RFP, and what would qualify as an “information security plan,” if requested pursuant to Section C(3) on Attachment A?**

A: A firm must demonstrate, in writing, that it has the applicable safeguards in place to ensure that any client communications or confidential information it receives in connection with its participation in the LeadSafe Homes Program (“LSHP”) will be maintained in strict confidence. Each firm must ensure the security and confidentiality of such information through reasonable procedures and practices appropriate to the firm’s size, the nature of the information, and the purposes for which it was collected.

In response to Section B(7), a written statement should be provided outlining and explaining the types of reasonable and appropriate information security procedures and practices used by the firm to safeguard confidential information received in connection with the LSHP (e.g. the use of computer passwords, firewalls, email encryption, mobile phone passcodes, two-factor authentication practices, shredding policies, separation of business and personal devices). A similar written statement would likely qualify as an “information security plan” under Section C(3) on Attachment A.