



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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March 26, 2012

SUBJECT: Letter of Clarification No. 2 Operational Staffing Model for the Houston Police Department

REFERENCE: Request for Qualifications No.Q24211

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

• **To provide additional submittal information:**

1. In an effort to enhance the review of submitted responses, HPD would prefer that vendor responses include specific appendices titled as indicated below and include specific responsive information requested in the RFQ. However if your response has been submitted you may supplement it with the below information or supplement with and index page that references each one of the sections below:

APENDIX "General Information"

- a) 6.1 Relevant experience and organizational capability
- b) 8.1 resumes of key personnel/proposed staff
- c) 6.3 Organizational chart of project team
- d) 6.4 Proposed methodology
- e) 6.5 Work Plan with a timeline
- f) 6.5 Type of information HPD is expected to provide
- g) 6.7 Delineation of cost
- h) 6.11 Company overview
- i) 6.12 MWBE participation

APENDIX "Understanding of Staffing Model Characteristics"

- a) 5.2 Understanding of police-staffing
- b) 5.1.1 Comprehensive staffing requirement (operations and investigative)
- c) 5.1.2 Customized model
- d) 5.1.3 Dynamic model
- e) 5.1.4 Policy-driven model

APENDIX "Experience"

- a) 6.1 & 6.1.1 Organizational experience
- b) 6.3 Project team experience

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LETTER OF CLARIFICATION 1
Operational Staffing Model
SOLICITATION NO. Q24211

APENDIX “Financial”

- a) 6.11 Overview of your company

APENDIX “Staffing Model”

- a) 5.0 Actual Staffing Model that will be utilized

APENDIX “Cost”

- a) 6.7 Delineated Cost
b) 8.0 Proposed Fee schedule

• To provide evaluation criteria:

1. Evaluation factors, in the order of importance are as follows:
 - Feasibility of proposal to provide the desired model
 - Demonstrated understanding of the issues associated with police staffing
 - Demonstrated experience in performing work similar in scale to the work required in this proposal
 - Demonstrated financial sustainability to ensure the enterprise will be able to complete the project
 - Cost to the City
 - Completeness of Proposal response: Proposal follows the prescribed format and contains all information requested in RFQ

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

Frank Rodriguez

Division Manager
Houston Police Department
713-308-1717

END OF LETTER OF CLARIFICATION 2

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