



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

Mayor

Lourdes Coss
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

Jul 24, 2014

SUBJECT: Letter of Clarification No. 5
Strategic Planning Services

REFERENCE: RFP No.: S33-Q25075

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To add the following sections to section 4.10 – Develop General Plan Website:

4.10.7
2. To replace Page 8 of solicitation document number Q25075 General Instruction, Terms and Conditions in its entirety with the attached Page 8 marked “Revised July 24, 2014”

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation 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 Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

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

Sincerely,

A handwritten signature in cursive script that reads "Conley Jackson".

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 5



CITY OF HOUSTON
FINANCE DEPARTMENT
S33-Q25075
NOTICE OF REQUEST FOR QUALIFICATION

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002

- 4.10.4 City prefers Html/JavaScript, .Net web portal/applications, Drupal for the general plan website.
- 4.10.5 City prefers vendor choose products that integrate with ESRI GIS and MS Sql Server database.
- 4.10.6 It is expected that any website source code become property of the City of Houston. The City of Houston HITS department must be able to support chosen website solution ongoing.
- 4.10.7 It is expected that the chosen vendor will provide the city with detailed user guidelines and technical documentations.

5.0 OTHER INFORMATION:

- 5.1 Final products are subject to review and recommendations from the Planning and Development Department, Planning Commission Subcommittee and Mayor.
- 5.2 Submission of a proposal indicates the acceptance by the companies of the terms and conditions contained in this RFQ unless clearly and specifically noted in the proposal submitted and confirmed in the contract between City and vendor selected. The project team will be required to meet regularly with City personnel to discuss project status and results and the team shall be available to present findings to City personnel as needed. The City reserves the right, without prejudice, to reject any or all submissions.

6.0 PUBLIC INFORMATION NOTIFICATION:

- 6.1 The City considers all materials, information, communications and correspondence in any form from the proposer's to this RFQ to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Doc 552.000-1, et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFP information.
- 6.2 Should any part or section be considered by the respondents to be proprietary or confidential in nature, each page or section should be designated as 'Proprietary' or 'Confidential'. Respondents should be prepared to fully justify these exclusions to the State Attorney General's Office should it be required.

7.0 INVOICES:

- 7.1 The contractor shall, unless directed otherwise by the Director, submit invoices as follows:
 - 7.1.1 The original and two (2) copies shall be submitted within seven (7) business days following presentation of deliverable to the remit address as specified by the Director.
 - 7.1.2 Each invoice shall include the following: Contract Number, Department Name.