



CITY OF HOUSTON
MAYOR'S OFFICE of PUBLIC SAFETY
& HOMELAND SECURITY
S18-Q25331
NOTICE OF REQUEST FOR QUALIFICATIONS

STRATEGIC
PROCUREMENT DIVISION
901 Bagby, Concourse Level
Houston, Texas 77002
(832) 393-8732
(832) 393-8758 Fax

Houston Urban Security Initiative (UASI)
Houston Regional Recovery Sharing Economy Platforms

On behalf of the Houston UASI, the City of Houston Mayor's Office of Public Safety & Homeland Security intends to contract for assistance with research and program analysis related to our **community's post-disaster use of sharing economy platforms**. We request support in the development of a report on and inventory of sharing economy platforms and a demonstration event to show how they can be used to facilitate disaster recovery. Knowledge of these tools and systems will help local emergency managers with an understanding of the resources in place that will assist residents with their ability to recover from disasters (i.e., increase their own resilience and expand the tools at their disposal).

Please review the Scope of Work/Services below. If you should you have additional questions regarding the RFQ, please submit your questions to angela.jackson@houstontx.gov.

If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ; please submit your response to Angela Jackson CPPO, Purchasing Manager via one of the following methods listed below by **5:00 p.m. CST, Wednesday, February 4, 2015:**

E-mail (Preferred Method): angela.jackson@houstontx.gov
Fax: (832) 393-8758
Mail: City of Houston
Strategic Procurement Division
901 Bagby St., Concourse Level
Houston, TX 77002

SCOPE OF WORK/SERVICES

1.0 Intent to Respond and Questions

1.1 E-mail your intent to respond to the RFQ and any questions related to the RFQ to Angela Jackson at angela.jackson@houstontx.gov by 4:00 p.m. CST, Friday, January 23, 2015.

All questions and answers will be provided to all interested vendors' point of contact on Tuesday, January 27, 2015.



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2.0 **Houston Regional Recovery Sharing Economy Platforms Project**

2.1 The City of Houston intends to award a contract to support the development of an **inventory and an analysis of sharing economy platforms** that the public may use in recovery from disasters. This project will focus on freely available or open-source systems and platforms currently in existence in the Houston-Galveston Area Council region or those that expect to expand service to our region in the future. The H-GAC region includes: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton Counties and the cities within those counties in Southeast Texas.

For the purposes of this project, sharing economy platforms are tools that help community members assist each other through the provision of services, tools, or other commodities. Examples of sharing economy platforms include housing sharing services, ride-sharing services, information collaboration, spatial data integration, skill matching with resource needs, and family and network communication platforms.

2.2 The required services/deliverables for this project are:

- 1) Draft report containing baseline analysis and inventory of existing sharing economy platforms with potential for use in disaster recovery, to include:
 - a. General categorization of systems based on intended use
 - b. Steady state use
 - c. Disaster use
 - d. Costs (consumer/jurisdictional)
 - e. Past jurisdictional/disaster use
- 2) Summary report of consultation with each relevant provider/developer that shows additional insight into the platform's capability, requirements, costs, and community impacts after a disaster.
- 3) Development of final report and executive summary (including information drawn from Deliverables 1 and 2) to be used to inform a non-technical emergency management audience.
- 4) Socialization of the report through the facilitation of and development of materials for a public event highlighting key outcomes from the analysis.

3.0 **Proposal Response Format**



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3.1 Vendors are encouraged to submit a cover letter along with a detailed response package in following format:

- **Section 1: Summary statement of qualifications** (1 page max)
A brief statement on your organization's technology, disaster recovery, research, and analysis qualifications.
- **Section 2: Past projects/references** (3 pages max, not counting addenda)
Three examples of relevant/comparable current or past projects. For each, provide no more than a **one-page summary** that outlines the scope and specific deliverables. Include contact information (name, phone number and email address) for an individual involved with the project who can verify your role and attest to the quality of the services or products received. Examples of white papers, plans, or other documents may be included as addenda.
- **Section 3: Concept plan for the completion of required deliverables** (5 pages max)
A concept plan and draft timeline for the completion of the required deliverables/services outlined in the Project Concept section of this RFP in no more than five pages. **The timeline cannot extend beyond December 31, 2015.**
- **Section 4: Primary point of contact and biographies for key staff**
Identify the primary point of contact for the proposal and provide complete contact information for this individual, to include name, physical address, daytime telephone number(s), and email. Also include a short (200 word maximum) biographical sketch for each key staff person who will be committed to this project.

4.0 Selection Process

- 4.1 The City has selected a highly qualified panel of evaluators who will review all RFQs and select the most qualified Proposers which meet all of the requirements of this engagement. The City will then request pricing from the most qualified Proposers. All pricing will be verified from an independent third party source as being fair and reasonable. The successful Proposer will then receive the award.
- 4.2 To be considered for evaluation, Proposers should submit a specific statement of qualifications and any other relevant documentation to this RFQ as outlined in section 3.0. Evaluation factors, in the order of importance are as follows:



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- 4.2.1 Expertise in leading a project of this magnitude; performing requested work and deliverable production.
- 4.2.2 Expertise in developing baseline analysis and inventory.
- 4.2.3 Expertise of Personnel to implement plan.
- 4.2.4 Strength of Concept Plan

5.0 Hire Houston First
Designation as a City Business or Local Business

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf

Submit the completed application forms to: Mayor's Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002 or Applications may be submitted via e-mail to HHF-MOBO@houstontx.gov or faxed to 832.393.0952.

Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter 15 of the City Code of Ordinances

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

THREE PERCENT OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND

FIVE PERCENT OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "CITY BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES



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UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

6.0 No Contact Period

Neither Proposer(s) nor any person acting on Proposer(s) behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members, All inquiries regarding the solicitation are to be directed to the designated City Representative identified in the first paragraph of the solicitation.