CITY OF HOUSTON

Strategic Purchasing Division
Administration & Regulatory Affairs
Department

Bill White
Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
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F. 713.247.1811
www.houstontx.gov/purchasing

December 16, 2008

SUBJECT: Letter of Clarification No.4
SAP Basic Support and System Monitoring RFP for Information Technology Department

REFERENCE: Invitation to Bid No.: S46-T23111

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

- **To revise the above referenced solicitation as follows:**

1. Page 2, RFP Opening has been revised to extend the due date from December 19, 2008 at 10:30 AM to December 26, 2009 at 10:30 AM. The RFP Opening provision should be revised to read as follows: "The City of Houston, Texas will receive proposals at the City Secretary's Office, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002 until **~~Friday, December 19, 2008 at 2:00 P.M~~; Friday, December 26, 2008 at 2:00 P.M .**No proposals will be accepted after the stated deadline.
Remove Page 2, 5 and 17 and replace with attached Page 2, 5 and 17 marked Revised – December 16, 2008.

When issued, Letter(s) of Clarification shall automatically become a part of the bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the bidders to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

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

Sincerely,

Eric S. Alexander

Eric S. Alexander
Sr. Procurement Specialist
DM City of Houston, Strategic Purchasing Division
832-393-8704

cc. Frank Rodriguez
File

Attached Revised Page: 2, 5 and 17

Partnering to better serve Houston

Council Members: Toni Lawrence Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan M.J. Khan, P.E. Pam Holm Adrian Garcia James Rodriguez Peter Brown Sue Lovell Melissa Noriega Ronald C. Green Jolanda "Jo" Jones Controller: Annise D. Parker

NOTICE OF
REQUEST FOR PROPOSAL FOR

SAP BASIC SUPPORT AND SYSTEM MONITORING SERVICES

S46-T22111

THE CITY OF HOUSTON

The City of Houston Administration & Regulatory Affairs Department invites prospective contractors to submit a written proposal for SAP BASIC SUPPORT AND SYSTEM MONITORING SERVICES for the City of Houston. Proposals are solicited for this service for the City of Houston in accordance with the terms, conditions and instructions as set forth in this Request for Proposal (RFP).

This Proposal is available on the Internet from: http://purchasing.houstontx.gov/

In the event you do not have download capability, the RFP document may be obtained from the Administration & Regulatory Affairs Department, Strategic Purchasing Division, Basement Level, Room B121A, City Hall, 901 Bagby, Houston, Texas 77002.

The City of Houston, Texas will receive proposals at the City Secretary's Office, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002 until **~~Friday, December 19, 2008 at 2:00 P.M~~; Friday, December 26, 2008 at 2:00 P.M .**No proposals will be accepted after the stated deadline.

There will be a **Pre-Proposal Conference on Friday, December 5, 2008 at 9:00 A.M.** in the Strategic Purchasing Division, Conference Room No. 1, located at 900 Bagby, City Hall Annex, Tunnel Level, Houston, Texas.

Questions concerning the Proposal should be submitted to, Strategic Purchasing, High Technology, Room B500, City Hall, 901 Bagby, Houston, Texas 77002, Attn: Eric Alexander, phone: (832) 832-8704, fax: (713) 247-3039, eric.alexander@cityofhouston.net no later than **5:00 P.M., Monday, December 8, 2008.**

All proposals will be required to comply with City Council Ordinance No. 78-1538, passed August 9, 1978, relating to Equal Employment Opportunity Contract Compliance. The City reserves the right to reject any or all proposals or to accept any proposal or portion of a proposal deemed to be in the City's best interest.

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SECTION I. GENERAL INSTRUCTIONS

1.0 Submittal Procedure:

1.1 Seven (7) copies of the proposal, including one (1) printed original, signed in BLUE ink, are to be submitted in a sealed enveloped bearing the assigned Control Number located on the first page of the RFP document to:

1.1.1 City Secretary's Office
City Hall Annex
900 Bagby
Houston, Texas 77002

1.2 The deadline for the submittal of the proposal to the City Secretary's Office is no later than **~~Friday, December 19, 2008 at 2:00 P.M;~~ Friday, December 26, 2008 at 2:00 P.M .** Failure to submit the require number of copies as stated above may be subject for disqualification form the proposal process.

1.3 Respondents may elect to either mail, or personally deliver, their proposals to the City Secretary's Office.

1.4 The City of Houston shall bear no responsibility for submitting responses on behalf of any Proposer. Respondents may submit their proposal to the City Secretary's Office any time prior to the above stated deadline.

2.0 Proposal Format:

2.1 The Proposal should be electronically generated and the printed original signed in ink. They should not be submitted in elaborate or expensive binders. Legibility, clarity and completeness are important and essential.

2.2 The proposal must be signed by individual(s) legally authorized to bind the Proposer(s) and must contain a statement that the proposal and the prices contained therein shall remain firm for a period of one hundred-eighty (180) days.

3.0 Pre-Proposal Conference:

3.1 A Pre-Proposal Conference will be held **Friday, December 5, 2008 at 9:00 A.M.** in the Strategic Purchasing Division Conference Room No. 2, City Hall Annex, located at 900 Bagby, Tunnel Level, Houston, Texas. Interested Proposers should plan to attend. It will be assumed that potential Proposers attending this meeting have reviewed the RFP in detail and are prepared to bring up any substantive questions, which have not already been addressed by the City.

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22.0 Project Administration:

22.1 Questions regarding the scope of the project, technical specifications, proposed applications, etc. may be addressed to the Project Manager at the pre-proposal conference.

23.0 Schedule:

23.1 Listed below are important dates and times by which actions related to this Request for Proposal (RFP) should be completed.

23.2

EVENT	DATE
Date of issue of the RFP	November 26, 2008
Pre-Proposal Conference	December 5, 2008
Questions from Proposers due to City	December 8, 2008
~~Proposals due from Proposers~~	~~December 19, 2008~~
Proposals due from Proposers	December 26, 2008
Notification of intent to award (*Estimated*)	January 20, 2009
Council Agenda Date (Tentative)	February 3, 2009
Contract start date (*Estimated*)	February 15, 2009

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END OF LETTER OF CLARIFICATION NO. 4

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