



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

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City Purchasing Agent
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January 17, 2012

SUBJECT: Letter of Clarification No. 1
Smartphone Applications for 3-1-1 Helpline

REFERENCE: RFP No.: S17-T24178

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

• **To provide the following information:**

1. Page 1, item "Pre-Proposal Conference" has been revised to add conference call bridge number. All prospective respondents can participate in the pre-proposal meeting scheduled for **Wednesday 1/18/2012 at 10:00 AM via conference call bridge telephone number 832-395-1387.** Remove Page 1 and replace with attached Page 1 marked Revised – January 17, 2012.
2. Page 21, item 2.0 "Selection Process" has been revised to add evaluation criteria **2.1.6 "Other Features"**. Remove Page 21 and replace with attached Page 21 marked Revised – January 17, 2012.

• **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

1. Is there more to this RFP than the excel pricing sheet, entitled "Smartphone App Cost Matrix"? I have never seen a RFP with such little information provided as to what is being asked for. The matrix asks for pricing without defining what it is the city wants priced. For example, what are the "sub apps" the city wants? The sheet states that there are six of them without referencing what they are. I have attached the only document which is given as the RFP and renamed it "Houston RFP", and I have attached a RFP for San Francisco for a similar project which is a 50 page document, entitled "SF RFP". I and everyone else which wishes to respond to this RFP need the type of information the SF RFP gives to know what it is your city is wanting for us to price. It seems that the pricing matrix has been produced in relation to a proposal already received by the city and that you have given us only the cost sheet without the specs of the proposal we are up against. Please advise.

Answer: *Please access the following web link to view the request for proposal (RFP) document that contains the scope of work and instructions on submitting a response:*

<http://purchasing.houstontx.gov/bids/T24178/RFP%20S17-T24178%20Smartphone%20Applications%20for%20the%20311%20Helpline.pdf>

2. I downloaded the cost matrix spreadsheet for solicitation T24178 ("Smart Phone App"). When is this due and what are the instructions for submitting a response? Can you clarify the scope of the "sub-apps" listed in the pricing sheet? What would these related apps do?

Answer: *Please refer to answer 1 for the proposal due date, instructions on submitting a response and RFP scope of work.*

Partnering to better serve Houston

**LETTER OF CLARIFICATION 1
SMARTPHONE APPLICATIONS FOR 3-1-1 HELPLINE
SOLICITATION NO. S17-T24178**

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 Purchasing 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,



Murdock Smith III
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8725

DM

Attached Revised Page: 1, 21

Partnering to better serve Houston

Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford
Jack Christie **Controller:** Ronald C. Green



CITY OF HOUSTON, TEXAS

NOTICE OF REQUEST FOR PROPOSAL (RFP)

SOLICITATION NO.: S17-T24178

STRATEGIC
PURCHASING DIVISION
"PARTNERING TO
BETTER SERVE
HOUSTON"

NIGP CODE:

915-79

SOLICITATION DUE
DATE/TIME:

January 27, 2012 at 2:00 P.M., CST

SUBMITTAL LOCATION:

City Secretary's Office
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002

DESCRIPTION:

SMARTPHONE APPLICATIONS FOR THE 3-1-1 HELPLINE

PRE-PROPOSAL
CONFERENCE:

Date	Time
January 18, 2012	10:00 A.M.

Location
SPD, 901 Bagby,
Conference Rm. 1
(Lower Level), Houston,
TX 77002

CONFERENCE CALL
BRIDGE TELEPHONE NO.
832-395-1387

In accordance with T.L.G.C. § Chapter 252, competitive sealed Proposals for the services specified will be received by the City Secretary's Office of the City of Houston at the above specified location, until the time and date cited. Offers must be in the actual possession of the City Secretary's Office on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Solicitation Contact Person:

Murdock Smith III

Name

murdock.smith@houstontx.gov

E-Mail Address

City Purchasing Agent

1-13-2012

Date

EVALUATION AND SELECTION PROCESS
SOLICITATION NO.: S17-T24178

1.0 EVALUATION SUMMARY:

1.1 An evaluation committee will develop a short list of Offeror(s) based upon the initial review of each Proposal received. The short listed Offeror(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Offeror(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Offeror(s). The oral presentations, demonstrations and/or interview may be recorded and/or videotaped.

2.0 SELECTION PROCESS:

2.1 The award of this contract(s) will be made to the respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Offeror(s) to create, modify and implement the required application modules. The Offeror(s) shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the Offeror(s) fails to satisfy the City or the Offeror(s) is deemed unqualified to provide the services contemplated. Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

2.1.1 Functional Requirements and Technical Requirements

2.1.2 Implementation, Support, and Customization

2.1.3 Cost

2.1.4 Expertise/Experience/Qualifications

2.1.5 Conformance to RFP Requirements

2.1.6 Other Features

* Hire Houston First Preference Points (City Business = five (5) extra percentage points or Local Business = three (3) extra percentage points and Non-City and Non-Local Business will receive zero (0) extra percentage points).

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LETTER OF CLARIFICATION 1
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SOLICITATION NO. S17-T24178

END OF LETTER OF CLARIFICATION 1

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