



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

Calvin D. Wells, Deputy Director
City Purchasing Agent
P.O. Box 1562
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F. 832.393.8755
<https://purchasing.houstontx.gov>

January 23, 2012

SUBJECT: Letter of Clarification No. 4
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:**

- Page 1, "SOLICITATION DUE DATE/TIME" has been revised to **February 3, 2012 at 2:00 PM.** Remove Page 1 and replace with attached Page 1 marked Revised – January 23, 2012.
- Pages 11 - 12, Header "SPECIFICATIONS/SCOPE OF WORK NO.: S17-T24178." The Header shall be revised to read as follows: "**GENERAL TERMS AND CONDITIONS SOLICITATION NO. S17-T24178**" Remove Pages 11 -12 and replace with attached Pages 11 -12 marked Revised – January 23, 2012.
- Page 12, "AS REVISED **GENERAL TERMS AND CONDITIONS SOLICITATION NO. S17-T24178**" 8.2 has been revised to read as follows:

<u>8.2</u> <u>EVENT</u>	<u>DATE</u>
Date of RFP Issued	January 13, 2012
Pre-Proposal Conference	January 18, 2012 <u>January 19, 2012</u>
Questions from Proposers Due to City	January 19, 2012 <u>January 20, 2012</u>
Proposals Due from Offeror(s)	January 27, 2012 <u>February 3, 2012</u>
Demos Week (<i>Estimated</i>):	<u>February 14,15,16, 2012</u>
Notification of Intent to Award (<i>Estimated</i>)	February 7, 2012 <u>February 20, 2012</u>
Council Agenda Date	February 15, 2012 <u>February 29, 2012</u>
Contract Start Date (<i>Estimated</i>)	February 22, 2012 <u>March 7, 2012</u>

Remove Page 12 and replace with attached Page 12 marked Revised – January 23, 2012.

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.

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**LETTER OF CLARIFICATION 4
SMARTPHONE APPLICATIONS FOR 3-1-1 HELPLINE
SOLICITATION NO. S17-T24101**

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

Attached Revised Page: 1, 11, 12

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**LETTER OF CLARIFICATION 4
SMARTPHONE APPLICATIONS FOR 3-1-1 HELPLINE
SOLICITATION NO. S17-T24101**

 <p>City of Houston Administration & Regulatory Affairs</p>	<p>CITY OF HOUSTON, TEXAS NOTICE OF REQUEST FOR PROPOSAL (RFP) SOLICITATION NO.: S17-T24178</p>	<p>STRATEGIC PURCHASING DIVISION "PARTNERING TO BETTER SERVE HOUSTON"</p>
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915-79

NIGP CODE:

SOLICITATION DUE DATE/TIME:

January 27, ~~February 3, 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

	Date	Time	Location
PRE-PROPOSAL CONFERENCE:	January 19, 2012	4:00PM	SPD, 901 Bagby, Conference Rm. 1 (Lower Level), Houston, TX 77002
<u>CONFERENCE CALL BRIDGE</u>			
<u>TELEPHONE NO. 832-395-1387</u>			

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

City Purchasing Agent

murdock.smith@houstontx.gov

E-Mail Address

1-13-2012

Date

Page 1 Revised January 23, 2012

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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

**LETTER OF CLARIFICATION 4
SMARTPHONE APPLICATIONS FOR 3-1-1 HELPLINE
SOLICITATION NO. S17-T24101**

**SPECIFICATIONS / SCOPE OF WORK GENERAL TERMS AND CONDITIONS
SOLICITATION NO.: S17-T24178**

1.0 LOCAL MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION:

- 1.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or Supply Agreements in at least 11% of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity ("OBO"), and will comply with them. (Only applicable if proposed pricing is \$100,000.00 or greater)
- 1.2 Contractor shall require written subcontracts with all M/WBE subcontractors and shall submit all disputes with M/WBEs to binding arbitration to be conducted in Houston, Texas, if directed to do so by the OBO Director. M/WBE subcontracts must contain the Terms set out in Exhibit II.

2.0 CITY CONTRACTORS' PAY OR PLAY PROGRAM:

- 2.1 The requirements and terms of the City of Houston Pay or Play Program, as set out in Executive Order 1-7, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7 and shall comply with its Terms and Conditions as they are set out at the time of City Council approval of this Agreement. This provision requires certain Contractors to offer to certain employees a minimal level of health benefits or to contribute a designated amount to be used to offset the costs of providing health care to uninsured people in the Houston/Harris County area. Failure to complete Exhibit X "Pay or Play" Acknowledgement Form & Certification of Agreement to Comply with Pay or Play Program may be just cause for rejection of your Proposal. (Only applicable if proposed pricing is \$100,000.00 or greater)

3.0 CITY CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE:

- 3.1 City Council requires knowledge of the identities of the owners of entities seeking to contract with the City in order to review their indebtedness to the City prior to entering into contracts. Therefore, all respondents to this RFP must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City contracts.
- 3.2 Completion of Exhibit VI – "Affidavit of Ownership or Control" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

4.0 CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE:

- 4.1 The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office. For purposes of this ordinance a contract is defined as any contract for goods or services having a value in excess of \$30,000 or more, regardless of the way by which it was solicited or awarded. Exhibit V of this RFP describes the contract and documentation requirements relating to this Ordinance.

5.0 DRUG DETECTION AND DETERRENCE PROCEDURES FOR CONTRACTORS:

- 5.1 It is the policy of the City to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and alcohol. It is also the policy of the City that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by Contractors while on City premises is prohibited. Accordingly, effective September 1, 1994, and pursuant to the Mayor's Executive Order 1-31, as a condition to the award of any contract for labor or services, a successful Offeror(s) must certify to its compliance with this policy. EXHIBIT VII contains the standard language, which will be used in each contract for labor or services, as well as the Executive Order 1-31 disclosure and compliance forms (Attachments A, B, and C). These forms must be completed and returned prior to award.

6.0 HIRE HOUSTON FIRST:

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**SPECIFICATIONS / SCOPE OF WORK GENERAL TERMS AND CONDITIONS
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6.1 Designation as a City Business or Local Business

6.1.1 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.

6.1.2 **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

6.1.3 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.

6.2 Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter --- of the Local Government Code

6.2.1 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
- 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.

7.0 PROJECT ADMINISTRATION:

7.1 Questions regarding the scope of the project, technical specifications, proposed applications, etc., may be addressed to the project manager at the Pre-Proposal conference.

8.0 PROCUREMENT TIMELINE/SCHEDULE:

8.1 Listed below are the important and estimated completion dates and times for this Request for Proposal (RFP).

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END OF LETTER OF CLARIFICATION 4

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