



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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April 12, 2012

SUBJECT: Letter of Clarification No. 4 Delinquent Account Collection
Services for the Municipal Courts Department

REFERENCE: Request for Proposal No. S46-T24217

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

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

1. Page 35, EVALUATION AND SELECTION PROCESS – SECTION 2 – SELECTION PROCESS, shall be revised to read as follows:

Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

- 2.1.1 ~~Conformance to the Scope of this Request for Proposal document~~
Proposed strategy and operations plan
- 2.1.2 ~~Proposed strategy and operations plan~~
Experience, reputation and success in performing delinquent municipal court collections
- 2.1.3 ~~Experience, reputation and success in performing delinquent municipal court collections~~
Financial strength of the prospective Proposer and subcontractors
- 2.1.4 ~~Financial strength of the prospective Proposer and subcontractors~~
Conformance to the Scope of this Request for Proposal document
- 2.1.5 MWBE Participation

Remove Page 35 and replace with attached Page 35 marked Revised – April 12, 2012.

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

**LETTER OF CLARIFICATION 4
DELINQUENT ACCOUNT COLLECTION SERVICES
SOLICITATION NO. S46-T24217**

When issued, Letter(s) of Clarification shall automatically become a part of the proposal 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 proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

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

Eric Alexander

Eric Alexander
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8704

En

Attached Revised Page: 35

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1.0 EVALUATION SUMMARY:

- 1.1 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 City reserves the right to negotiate a final contract with any Proposer(s) based on the terms of this RFP and/or any other terms, consistent with this RFP, the City so chooses. There shall be no final binding agreement with the City until a formal written contract is entered into between the City and the Proposer(s) and such contract is approved by the City Council and countersigned by the Mayor and Controller. Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

2.1.1 Proposed strategy and operations plan

2.1.2 Experience, reputation and success in performing delinquent municipal court collections

2.1.3 Financial strength of the prospective Proposer and subcontractors

2.1.4 Conformance to the Scope of this Request for Proposal document

2.1.5 MWBE Participation

- * 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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Revised April 12, 2012

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