



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annis D. Parker
Mayor

Calvin D. Wells, Deputy Director
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

May 2, 2012

SUBJECT: Letter of Clarification No. 1
Live Homework Assistance for the Houston Public Library

REFERENCE: RFP No.: S44-T24248

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

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

1. Please clarify what you mean by this requirement- 3.1 "unlimited access (total number of sessions during contract)"? It seems contradictory. Do you want pricing based on a certain number of sessions?

Answer: *This indicates we would prefer to have unlimited access to the total number of sessions that is agreed to at the time of the contract. There should not be times (apart from holidays and closures) where users cannot access the product (24/7 access).*

2. Please define the preferred format for pricing. Should we submit it as one, lump-sum price for the first three years plus two, additional annual renewal prices, or, if to be paid annually, should we submit as an annual breakdown for the first three years plus two additional annual renewal prices?

Answer: *Pricing will be based on an annual basis with payment being made on a monthly basis to the vendor for the term of the contract.*

3. Regarding live homework assistance you have received in the past, could you provide us with current and past usage information?

Answer: *Usage for March 2012 was 2,454 sessions. Usage for 2011 was a total of 22,153 sessions.*

4. Regarding Pricing, how would you prefer it be expressed (per session, per capita, or per year, etc)?

Answer: *Per year.*

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. 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,

John Tatman

John Tatman
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8751

Partnering To Better Serve Houston

Council Members: Wanda Adams C.O. "Brad" Bradford Helena Brown Andrew C. Burks, Jr. Jack Christie Ellen Cohen Stephen C. Costello
Jerry Davis Larry Green Edward Gonzalez Al Hoang Michael H. Laster Melissa Noriega Oliver Pennington James G.