



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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December 31, 2014

SUBJECT: Letter of Clarification No. 4
Summer Jobs Program

REFERENCE: RFP No.: S33-T25261

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To provide vendors with a response to the following questions.

ID #

1. Question Would the City of Houston accept electronic proposals in the form of a flash USB drive as opposed to a CD copy?
Response Yes, 4 USB drives are acceptable. Please remember to include one printed original signed in **BLUE** ink as requested in section 5.2, page 11 of the solicitation document.
2. Question Can you provide me with the job titles of the different positions the youths will be working for Workers Comp purposes?
Response Below are the job titles from the 2014 program. We are in the process of surveying the departments for their 2015 positions, but do not anticipate much deviation.
 - Account Clerk
 - Administrative Aide
 - General Intern
 - Laborer
 - Park Manager Aide
 - Peer Health Ambassador
 - Planning Intern
 - Pool Gate Attendant
 - Research Assistant
 - Summer Community Center Recreation Assistant
 - Team Lead
3. Question Will the on-boarding be throughout the project or a one-time event?
Response Our objective is to have all participants selected between May 18 and May 29, notified by June 5, and ready to attend Job Readiness on either June 8 or June 10; with a report to work date of June 15. It is our expectation that participants will be processed by June 8.
4. Question Can you tell me approximately how long is the on-boarding event, ie., two, three days, a week?
Response We do not have an onboarding event in our schedule.

2. To inform all interested parties that Job Readiness attendees will receive a \$75 gift card upon program completion.

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 Procurement 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,



Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 4