



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

Carolyn Hanahan
Acting Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.393.9127
F. 832.393.8755
<https://purchasing.houstontx.gov>

January 13, 2016

SUBJECT: Letter of Clarification No. 5
Professional Independent Internal Audit and Consulting Services

REFERENCE: RFQ No.: S73-T25616

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To change the solicitation number and replace page 1 in its entirety with the attached page marked "Revised, January 13, 2016".

Solicitation No.: S67-T25616 to S73-T25616

2. To change the solicitation type and replace pages 10 and 11 in their entirety with the attached page marked "Revised, January 13, 2016"

Solicitation Type: RFQ/P to RFQ

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,

A handwritten signature in black ink, appearing to read "Dave Evans".

Dave Evans
Deputy Assistant Director
Strategic Purchasing Division
832-393-8701

END OF LETTER OF CLARIFICATION 5

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos
Mike H. Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda Edwards Jack Christie
Controller: Chris Brown

CITY OF HOUSTON
REQUEST FOR QUALIFICATION (RFQ)
FOR PROFESSIONAL INDEPENDENT INTERNAL
AUDIT AND CONSULTING SERVICES
SOLICITATION NO.: S67- **S73** T25616

Date Issued: November 20, 2015

Pre-Submittal Conference: December 3, 2015 @ 10:00 A.M
City Hall
900 Bagby Street
Conference Room 1 (Tunnel Level)
Houston, TX 77002

**Pre-Submittal Questions
Deadline:** January 6, 2016 @ 5:00 P.M

Responses Due Date: January 20, 2016 @ 5:00 P.M., CST

Solicitation Contact Person: ~~Brenda Chagoya~~ Dave Evans
brenda.chagoya@houstontx.gov
dave.evans@houstontx.gov
(832) 393-~~8723~~-**8701**

Project Summary: The City of Houston is requesting qualifications from contractors for the purpose of creating a vendor pool for future Internal Audit Services for a three (3) year term with two (2) year option periods.

Project Description: Internal Audit and other specific services requested by the City Controller, as well as, prepare the resulting reports.

NIGP Code: 918-04, 926-23, 946-20

MWBE Goal: 24%

Carolyn Hanahan, Acting Chief Procurement Officer

December 18, 2015

Date

Revised January 13, 2016

clients with similar needs and comparable size. Please complete The References Form located in Exhibit 1, page 19) for each of the projects.

4. Qualifications of Key Personnel: Provide chronological resumes of the key personnel that will be assigned to the project. Please provide at least three (3) references of projects where key personnel performed in a similar role as that proposed for this project. Please complete Form 2 for each reference and Form 3 to depict all key personnel and their availability.
5. M/WBE Participation: Respondent shall identify their ability to meet the M/WBE participation level of 24%.
6. Financial Stability. Provide the audited financial statements or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes.

Conflict of Interest. Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the submission.

Other. Submit any information the respondent deems pertinent to demonstrating its qualifications to perform the services being requested, such as memberships in any professional associations, documents, examples, and others.

Forms and Certifications: Complete all forms and certifications attached, as appropriate.

Rate Form: Please submit the Rate Form with the level detail provided in Exhibit 1 page 15.

Part VI – SPECIAL CONDITIONS

A. No Contact Period

Neither respondent(s) nor any person acting on respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposers(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

B. Equal Opportunity Employment

The City of Houston Ordinance Section 15-17 establishes Equal Employment Opportunity Contract Compliance requirements for all City of Houston contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract for professional services that results from this RFP will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

C. Minority and Woman Business Enterprises (MWBE)

Contactors shall comply with the City's Minority and Women Business Enterprise ("MWBE") 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 the value stated in this Agreement to MWBE's. 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.

D. Protests

A protest shall comply with and be resolved, according to the City of Houston Procurement Manual http://purchasing.houstontx.gov/docs/Procurement_Manual.pdf and rules adopted thereunder. Protests shall be submitted in writing and filed with both, the City Attorney and the Solicitation contact person. A pre-award protest of the ~~RFQ/P~~ **RFQ** shall be received five (5) days prior to the solicitation due date and a post-award protest shall be filed within five (5) days after City Council approval of the contract award.

1. A protest must be filed in accordance with the timing requirements set forth herein and must include:
 - a. the name, address, telephone number and email address of the protestor;
 - b. the number of the solicitation;
 - c. all information confirming that the protestor is an interested party;
 - d. a written statement of the grounds for the protest and the law, ordinance, or policy alleged to have been violated. The statement should be accompanied by relevant supporting documentation and the relief requested.
 - e. all information confirming the timeliness of the protest; and
 - f. the signature of the protestor

Protests shall be submitted to:
Chief Procurement Officer
City of Houston
901 Bagby, B300
Houston, TX 77002

2. The City recognizes three types of protests:
 - a. Protests regarding solicitation (Pre-Bid Protest)
Any protest regarding a solicitation published by the City shall be filed no later than five (5) days before the opening of bids (if a competitive bid) or due date for submittals or proposals (if an RFQ/RFP), as appropriate. Any protest filed after the due date raising issues regarding the solicitation will not be considered.
 - b. Protests regarding the evaluation of bids, qualifications, or proposals (Pre-Award Protest)