



CITY OF HOUSTON
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March 10, 2016

SUBJECT: Letter of Clarification No. 3
Disparity Study

REFERENCE: RFP No.: S33-T25658

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. Provide a response to the following questions.

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1. **Question** The Houston Airport System is listed as one of the participating departments. Page 4, Part I (General Information), Section 2.0 states, "... the City's procurement of goods...as well as in construction contracts and Houston Airport System concession contracts." Please confirm whether contracts funded by the Federal Aviation Authority are to be included in the study. Can Federal Aviation Authority contracts be separately identified in the City's contract/procurement systems (including B2Gnow)?
Response Yes, FAA contracts can be separately identified in B2G as any contracts with a DBE goal.
2. Page 5, 2.3 **Question** Page 5, Part II (Scope of Work), Item 2.3 states, "The Study will be based on four and a half years of historical data, from July 1, 2011 to December 31, 2015." The contract start date is estimated for June 1, 2016. Is the City interested in or considering the last six months (January 1, 2016 to June 30, 2016) so the proposed study period would be a complete five years of historical data?
Response Yes, the City is interested in including additional data for the remainder of FY2016, up till June 30th, 2016 if feasible.
3. **Question** Are the City's bidder and respondents to proposal data centralized and maintained in the City's Strategic Procurement online system? In terms of the entire study period, are these data available to be downloaded in Excel or .csv format? If not, please explain the formats (such as Word, PDF, contract files).
Response No, bids and proposal data is not available in the city's procurement system but is available on various Word and PDF files.

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4. Page 5, 2.4 **Question** Page 5, Part II (Scope of Work), Section 2.4 requests, "... a preliminary draft report on the validation of the City's current data on ..." What are your expectations for the report?
- Response** The expectations are for the proposers to review the quality of the data and identify any potential issues or risks for conducting a full disparity study.
5. Page 6, 3.4 **Question** Page 6, Part II (Scope of Work), Section 3.4. Does the City want the proposer to provide a list of additional staff for all key positions, meaning an entire second team? Please clarify the staff replacement the City wants included in the proposal.
- Response** The City would like resumes and bios for all key individuals working on the disparity study and what their assigned role for the project. This includes prime contractors team members and subcontractors team members if applicable.
6. **Question** Page 10, Part II (Scope of Work), Section 6.1.19 discusses the inclusion of purchasing card (Pcard) transactions. Did the City use the same Pcard vendor for the entire study period? Please confirm whether the following information in maintained in the data.
- a. FEIN or Tax Identification
 - b. Vendor Number
 - c. Company Name
 - d. Company Phone
 - e. Company Email Address
 - f. Company Address or City/State
 - g. Commodity Code (such as NAICS, NIGP) describing procured service/good
 - h. Commodity Text describing procured service/good
 - i. Dollar Amount
 - j. Business Owner's Race/Ethnicity (certified and non-certified)
 - k. Business Owner's Gender (certified and non-certified)
 - l. Certification Type (such as MBE, WBE, SBE, PDBE, DBE)
 - m. Department/Agency
- Response** Once a consultant is selected, this data will be made available which includes all of these data fields.
- The quality of the data has improved over the years for PCards. The data source does not include all of these data fields for FY2012 & FY2013. For all other years of the study include these fields and the information can now be found in the B2G system.
- Note - Pcards do not require that only one certification type is chosen for credit at the time of purchase. Therefore data field "L" will include multiple certification types.
7. Page 13, 6.5.2-3 **Question** Page 13, Part II (Scope of Work), Sections 6.5.2 and 6.5.3 discuss classifying the categories based on NAICS codes. The City's MWSBE/PDBE and DBE directory allows commodity code searches by NAICS, NIGP, etc. However, the City's Strategic Procurement website appears to be based on NIGP codes. Please clarify what the preferred commodity code structures (such as NAICS, NIGP) for the study are as well as clarify which are maintained in the City's systems (including B2Gnow).
- Response** The study should be conducted using NAICS codes. The B2G system includes NAICS codes for contracts, concessions and PCards. POs are imported from SAP into the B2G system and includes NIGP codes. NAICS codes and NIGP codes may not be available for all primes and subcontractors.

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8. **Question** Are all (goods, services, professional services, and construction) prime transactions for the proposed study, with the exception of Pcard transactions, centralized and maintained in the City's B2Gnow system? Are both prime awards and payments maintained? If not, please provide the additional data systems and format of the data (such as data systems, contract files, PDF).

Response Yes. All goods & services, professional services, and construction contracts as well as concessions, PO and PCard data is now centralized and maintained in the City's B2G now system. The quality of the City's data has improved over the years but for FY2012 & FY2013 the data is not centralized within one system for PO's and PCards. All contract award data is maintained in the B2Gnow system and payment data for Prime contractors are imported from the SAP system on a monthly basis. All contract payment data can be found in the SAP system.

9. **Question** 2. In terms of prime data for the proposed study, is the following information maintained in the City's B2Gnow system?

- a. FEIN or Tax Identification
- b. Vendor Number
- c. Contractor Name
- d. Contractor Address
- e. Contractor Phone
- f. Contractor Email Address
- g. Contract Award Date
- h. Contract Number
- i. Project Number
- j. Project Description
- k. Payment Date
- l. Award Amount
- m. Payment Amounts
- n. Contract Goal
- o. Funding Source
- p. City Department/Agency
- q. Commodity Code (such as NAICS, NIGP) describing procured service/good
- r. Commodity Text describing procured service/good
- s. Certification Type (such as MBE, WBE, SBE, PDBE, DBE)
- t. Certification Expiration and/or Renewal Dates
- u. Business Owner's Race/Ethnicity (certified and non-certified)
- v. Business Owner's Gender (certified and non-certified)

Response Yes all of this data (data fields A-P) is maintained in the B2Gnow system. Once a consultant is selected, the consultant will have access to the system which includes all of these data fields. As mentioned all above Prime payment data can be found in the SAP system. Most of this data is imported into the B2G system however there is a month lag.

Prime contractor data may not always include data fields Q-V. Some of these are attributes of certified firms and not all primes are certified.

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10. **Question** In terms of sub data for the proposed study, are all of the sub data centralized and maintained in the City's B2Gnow system? Are all applicable procurement types (such as construction, professional services) for subcontractor activity maintained in this system? Are transactions with minority and nonminority subs (certified and non-certified) maintained? Is the following information maintained?
- a. Contract Number (linked to Prime Contract)
 - b. Project Number (linked to Prime Contract)
 - c. Project Description (linked to Prime Contract)
 - d. FEIN or Tax Identification (associated to Subcontractor)
 - e. Vendor Number (associated to Subcontractor)
 - f. Subcontractor Name
 - g. Subcontractor Address
 - h. Subcontractor Phone
 - i. Subcontractor Email Address
 - j. Subcontract Award Date
 - k. Subcontract Number
 - l. Subcontract Payment Date
 - m. Subcontract Award Amount
 - n. Subcontract Payment Amounts
 - o. Commodity Code (such as NAICS, NIGP) describing procured service/good
 - p. Commodity Text describing procured service/good
 - q. Certification Type (such as MBE, WBE, SBE, PDBE, DBE)
 - r. Certification Expiration and/or Renewal Dates
 - s. Business Owner's Race/Ethnicity (certified and non-certified)
 - t. Business Owner's Gender (certified and non-certified)

Response Yes all of this data is centralized and maintained in the B2Gnow system. Once a consultant is selected, the consultant will have access to the system which includes all of these data fields. Some contracts may not include all subcontractors.

11. **Question** In terms of the City's B2Gnow system and concessions data for the proposed study, are all of the Houston Airport System concession contracts data maintained in the B2Gnow system? Is the following information maintained?
- a. Airport
 - b. Concessionaire (if different from Concessionaire Name)
 - c. FEIN or Tax Identification
 - d. Vendor Number
 - e. Vendor Name (if different from Concessionaire Name)
 - f. Vendor Type (such as Concessionaire, Joint Venture Partner, Subtenant)
 - g. Commodity Code (such as NAICS, NIGP) describing procured service/good
 - h. Commodity Text describing procured service/good
 - i. Location in Airport
 - j. Category or Type of Concession (such as News & Gift, Food & Beverage, Rental Car)
 - k. Vendor Owner's Race/Ethnicity (certified and non-certified)
 - l. Vendor Owner's Gender (certified and non-certified)
 - m. Certification Type (such as MBE, WBE, SBE, PDBE, DBE, ACDBE)
 - n. Gross Revenue
 - o. Race Conscious Revenue
 - p. Race Neutral Revenue
 - q. Lease Start Date
 - r. Lease End Date
 - s. Vendor Address

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Response The following information is maintained for Concessions Contracts.

- Airport
- Concessionaire (If different from Concessionaire Name)
- Vendor Name (If different from Concessionaire Name)
- Vendor Type
- Location in Airport
- Category or Type of Concession
- Gross Revenue
- Lease Start Date
- Lease End Date

The additional information such as ethnicity, gender, vendor number for certified individual ACDBE firms can be found on the certified data set provided by the city and in B2G. But it is not listed on the concessions data.

12. **Question** The City's current MWSBE/PDBE and DBE Directory can be downloaded to an Excel or .csv. Is the Directory for prior years available (limited to the proposed study period)? If so, can the data be downloaded to an Excel or .csv format? In terms of the prior years, is the following information also maintained:

- a. Business Name
- b. Owner
- c. Address
- d. Phone
- e. Fax
- f. Email
- g. Website
- h. Certifying Agency
- i. Certification Type (such as MBE, WBE, SBE, PDBE, DBE)
- j. Certification Renewal/Anniversary Date
- k. Business Owner's Race/Ethnicity (certified and non-certified)
- l. Business Owner's Gender (certified and non-certified)
- m. Certified Business Description
- n. Commodity Code (such as NAICS, NIGP) describing procured service/good
- o. Commodity Text describing procured service/good

Response Yes, the certified directory is available in the B2Gnow system which includes these data fields for prior years and can be downloaded in excel or csv.

1. OBO does not maintain business owner race/ethnicity/gender data for non-certified firms.
2. The certified directory is based on NAICS codes. OBO does not maintain certification data based on NIGP codes.
3. Business owner race and ethnicity is available for certified firms in the B2G system.

13. **Question** Can non-certified vendor data be provided in Excel or .csv format? Are the data available for each year of the study period? Is the following information maintained:

- a. Business Name
- b. Owner
- c. Address
- d. Phone
- e. Fax
- f. Email
- g. Website

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- h. Certifying Agency
- i. Certification Type (such as MBE, WBE, SBE, PDBE, DBE)
- j. Certification Renewal/Anniversary Date
- k. Business Owner's Race/Ethnicity (certified and non-certified)
- l. Business Owner's Gender (certified and non-certified)
- m. Certified Business Description
- n. Commodity Code (such as NAICS, NIGP) describing procured service/good
- o. Commodity Text describing procured service/good

Response Yes, most of this data is available for non-certified vendors in the B2Gnow system. However non-certified vendors are not certified therefore the following data is not available for w, x, y, z, aa, bb. These are attributes of certified firms.

14. **Question** In general, does the City maintain multiple addresses of vendors (certified and non-certified)? Are the local and remittance addresses maintained? Is there an indicator to reflect the type of address (such as local vs. remittance)?

Response Yes, multiple addresses are maintained in the B2Gnow system.

- 1. OBO maintains a (Business/Physical Address) and (Mailing Address) only for certified firms.
- 2. OBO does not maintain any address information for non-certified firms.

15. **Question** Please clarify the level of detail for the commodity codes maintained in the City's B2Gnow system as well as any additional data systems provided in the response to these questions for prime data? Sub data? Concessions? For example, if NAICS codes are maintained, is the level of detail 2-digit level, 3-digit level, 6-digit level?

Response The NAICS codes are maintained in the B2Gnow system at a 6 digit level.

16. Page 16, 8.1 **Question** Page 16, Part II (Scope of Work), Section 8.1. How long after the presentation of final disparity report is concluded does the City desire for the Post Disparity Study Follow Up to be conducted?

Response This will determined during contract negotiations with the selected consultant.

17. Page 19, 4.2 **Question** Page 19, Part III (Evaluation and Selection Process), Section 4.2. How will a-e be evaluated? Will weights be assigned to each item in a-e? If so, what are they?

Response Criteria listed in Part III, Section 4.2 are listed in order of importance below

Technical Competence

- a. Quality of overall proposed plan of action, including but not limited to strategy, understanding of RFP technical requirements, and quality assurance control measures – 20 points
- b. Quality of proposed approach to provide the deliverables outlined in the RFP – 20 points
- c. Qualifications and experience of key personnel assigned as evidenced by their credentials and role in like projects – 20 points
- d. Financial stability of the proposer – 10 points
- e. Quality of preliminary draft report – 10 points

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18. Page 21, 28 **Question** Page 21, Part IV (Submission of Proposal), Section 2.5.4 requests, “The proposer shall include at least five (5) references of past clients that have received comparable and satisfactory disparity, availability or utilization analysis services within the past ten (10) years.”
- Page 21, Part IV (Submission of Proposal), Section 2.6 requests, “... Please provide at least three (3) references of projects where key personnel performed in a similar role as that proposed for this project.”
- Page 28, Exhibit I requests References – List of Previous Customers.
- Can we use the same references for all requirements? If not, please explain what is requested for each requirement.
- Response** Yes, the same references may be use for the key personnel only if they actually worked on the project. Otherwise, the proposer must demonstrate how the key personnel are qualified to perform the required task.
19. **Question** RFP states price is in a separate envelope, but Exhibit II, Attachments A and B (M/WBE forms) request pricing information. Should Attachments A and B be included in Price Proposal or Technical Proposal?
- Response** Do not include MWBE with proposal. Included then in your sealed price proposal.
20. **Question** Do Exhibit II, Attachments C and D need to be included with our proposal?
- Response** Attachment “C” only.
21. **Question** Did the City have assistance assembling the RFP? If so, whom?
- Response** No.
22. **Question** Will the City use outside assistance in evaluating the proposals? If so, whom?
- Response** No.
23. **Question** Has a budget been identified for this project? If so, what is it?
- Response** Not at this time.

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 3

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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