



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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March 3, 2016

**Subject: Sales and Use Tax Audit Services for the Finance Department
Letter of Clarification No. 3**

Reference: Request for Proposal (RFP) No. S66-T25698

To: All Prospective Proposers

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.

Please see the following questions from vendors and the City's responses, which are in blue:

1. If a registered MWBE vendor submits a proposal as the Prime Vendor, do they still need to meet the 5% MWBE subcontracting goal? **A certified Prime cannot be counted towards meeting any type of goal. The Prime will have to submit the M/WBE forms explaining the 5% goal proposal for this particular project. The 5% goal must be met using certified MWBE vendors.**
2. Will the City make available a contract template for signing that conforms to the RFP SUTA deliverables to the Sample Contract? **Once the Evaluation Committee has selected a vendor, the City's Legal department will construct the contract with the specified deliverables.**

Regards,

Handwritten signature of Shannon Pleasant.

Shannon Pleasant, CTPM
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