



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker

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>

December 30, 2015

SUBJECT: Letter of Clarification No. 1
Disaster Management Consulting Services

REFERENCE: RFI No.: I00600

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

To provide all prospective respondents with a response to the following questions:

- 1. Question** Is there a rank of importance on the Review Criteria? If so, please provide

Response

 - Eligibility to do business with City/State/Federal Governments
(Note: if not eligible to do business with any of the governments/agencies- no further review will be done and will result in pass/fail)
 - Company history and organizational summary
(history of managing disaster recovery, personnel qualification and experience and full time employed qualified personnel (not sub-contractors))
 - Geographic coverage
 - Disaster Recovery Management Tools such as software, reporting and record keeping
The names of ten large clients and similar type of work performed
 - Company memberships, affiliations, awards (etc.)
 - Pricing
 - Detailed Description of all the services offered (administrative, financial, legal, FEMA/TDEM/Other Public Assistance Agencies Audit and Compliance)
- 2. Question** Evaluation Criteria lists "Detailed description of all services offered". Is it the intent of the City to solicit consulting services within the scope of work listed in the RFI with the flexibility to go beyond, if the need arises?

Response Yes, that is the intent. However, there is a possibility that the scope can be extended but of course it's going to be related to disaster recovery related. We need to keep the scope from general to specific, so if something is not covered in the specific we can cover that in general. Open for suggestive language to be included in the contract.
- 3. Question** Do we need to provide a list of pre-approved subcontractors as part of our response?

Response Yes

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie
Controller: Ronald C. Green

4. **Question** The RFI asks for “Pricing”. Will a list of possible positions and hourly rates suffice?
Response Yes, and all related costs, if applicable/allowable.
5. **Question** Are we required to follow the exact order of information presented in A. Business Viability and Capability or just be sure to address each topic?
Response Yes
6. **Question** We provide several services available to the City. Please clarify the level of detail you prefer; full descriptions of each or will a bulleted list suffice?
Response Preferably full details, including the sample documents, schedules and real life examples will be ideal.
7. **Question** The general scope of this RFI is outside our IT disciplines but was wondering if the IT component would become part of this study?
Response Open to consider if you can clarify the question, be specific.
8. **Question** Under the review criteria, item f Pricing, what format or structure of pricing would be appropriate?
Response By service/person (expertise, qualifications/hourly, no loaded rates will be admissible.
9. **Question** Under review criteria, item g Eligibility to do business with City/State/Federal Government, what evidence of eligibility is required?
Response The consultants should not be on the federal/state/city’s debarment list – both parent or subsidiary
10. **Question** Does you have a specific budget (or grant amount) that the vendor proposals cannot exceed? If so, what is that amount?
Response No specific budget, when the disaster strikes, we/public assistance agencies assess the damage and provide the covered amount, a certain percentage of that amount can be claimed as DAC.
11. **Question** Does that budget cap include travel costs as well?
Response No travel/meals/hotel charges will be allowed.
12. **Question** Do you have a start date that you would like the vendors to know about?
Response Approximately spring/summer 2016 or as needed basis upon Disaster Declaration.
13. **Question** Do you have an up to date set of recovery priorities (RTO/RPO) or recovery tiers that you can share? If not, are you looking for the vendor to provide information to assist with this activity?
Response We don’t have any, open to discuss or consider any information you may have.
14. **Question** Do you have an existing DR capability in place at an off-site location (with sufficient capacity) that meets your recovery priorities (RTO/RPO)? If not, are you looking for the vendor to assist with developing and implementing a technical recovery strategy?
Response Provide details.
15. **Question** Do you test this on a regular basis? And are you able to meet RTO/RPO’s during testing?
Response See above
16. **Question** Do you have up-to-date technical recovery procedures?
Response This proposal is not for IT recovery procedures, in case a disaster hits, out IT department handles that portion, as far as we know.
17. **Question** What platforms do you have in production? (Intel, Unix, Mainframe)?
Response This RFI is not for IT.
18. **Question** Are your platforms virtualized? And roughly how many footprint and virtual images are in scope

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- for each platform?
Response This RFI is not for IT.
19. **Question** How do you plan to backup and recover data (tape? disk replication? other?) and do you already have those capabilities in place today?
Response This RFI is not for IT.
20. **Question** Review Criteria 1d requests 10 large clients. Please clarify what constitutes a “large” client; fees, population, etc.
Response A good mix of other municipalities, Cities, Counties. State or Federal Agencies.
21. **Question** Does the City have Continuity of Operations (Business Continuity) Plans in place for all or part of its departments?
Response Again, it appears that this question is relating to IT, and this is beyond the scope of this RFI.
22. **Question** If plans do exist, how often are they updated and tested?
Response This RFI is not for IT.
23. **Question** Is there a central team that manages and coordinates City wide departmental level compliance with Continuity of Operations Planning (COOP) policies and procedures?
Response This RFI is not for IT.
24. **Question** What group or department is responsible for the City’s Emergency Management response plans?
Response OEM and other related departments.
25. **Question** Are departments required to conduct emergency or disaster tabletop exercises or drills on a regular basis?
Response We conduct annual work -shops and discuss disaster recovery issues.
26. **Question** Has the City conducted an Operational Risk Assessment within the last 2-3 years?
Response No, not to our knowledge.
27. **Question** Have City departments been prioritized based on their potential importance before, during and after a disaster event?
Response Yes, Citizen’s Life and Safety is the top priority.

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,



Dave Evans, Deputy Assistant Director

END OF LETTER OF CLARIFICATION 1

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