



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

Carolyn Hanahan
Acting Chief Procurement Officer
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January 13, 2016

SUBJECT: Letter of Clarification No. 2
Disaster Management Consulting Services

REFERENCE: RFI No.: I00600

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To change the solicitation contact person and replace page 3 in its entirety with the attached page marked "Revised, January 13, 2016".

Solicitation Contact Person: Dave Evans
Dave.evans@houstontx.gov
832-393-8701

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 2

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
Disaster Management Consulting Services
RFI #I00600
NOTICE OF REQUEST FOR INFORMATION

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Basement
Level
Houston, Texas 77002

REVIEW CRITERIA

The Administration's review committee will review the submissions based on the following criteria. Please be advised that the information received will be utilized in a forthcoming Request for Proposal (RFQ).

1. Business Viability and Capability
 - a. Company history and organizational summary
 - b. Geographic coverage
 - c. Disaster Recovery Management Tools such as software, Reporting and record keeping
 - d. The names of ten large clients and similar type of work performed
 - e. Company memberships, affiliations, awards (etc.)
 - f. Pricing
 - g. Eligibility to do business with City/State/Federal governments
2. Services
 - a. Detailed description of all the services offered

REINSTRUCTIONS

Please submit the requested information by email or mail to the City's Strategic Purchasing Department:

Email: **Dave Evans at Dave.Evans@houstontx.gov** and ~~Brenda Chagoya at Brenda.Chagoya@houstontx.gov~~

Mail: 901 Bagby Street, B 100, Houston, TX, 77002

SUBMISSION FORMAT

1. The Administration desires to minimize the submission of unnecessary RFI material. Please include the identification number **S70-I00600** on any submissions.
2. The deadline for submissions in response to this request for information is **Friday, January 15, 2015 at 5:00 P.M. Central Time**. The City reserves the right to cancel, amend or extend the deadline for the RFI at its' sole discretion.
3. All costs directly or indirectly related to the preparation of a response to this RFI shall be the sole responsibility of and shall be borne by the contractor or individual responding.
4. Information submitted in response to this RFI will not be released by the City.
5. Questions and comments regarding this RFI must be emailed to **Dave.Evans@houstontx.gov** and ~~Brenda.Chagoya@houstontx.gov~~.
6. Deadline to submit questions' regarding this RFI is **Monday, December 28, 2015 at 5:00 P.M. Central Time**.