



CITY OF HOUSTON

Houston Health Department

Sylvester Turner

Mayor

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Houston Health Department
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www.houstontx.gov
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DATE: May 22, 2023
SUBJECT: Letter of Clarification No. 1
REFERENCE: Houston Health Department / Organizational Development Workforce Initiative # I06770

This letter of clarification No.1 is for the following purpose:

- To answer questions posted by some vendors

Question # 1 - What business objectives/problems are you looking to address?

Answer: *To identify skills gaps and develop training programs.*

Question # 2 - What is the timing for the solicitation and the project?

Answer: *We would engage with the chosen consultant to develop a project plan immediately upon receipt of the City of Houston Purchase order. The project will be determined when a project plan is developed.*

Question # 3 - How many leaders would participate and at what level?

Answer: *We will start with approximately 100 leaders, in a phased approach. The executive team will determine what level will be part of this project.*

Question # 4 - Does Houston Health Department have an existing provider for these services?

Answer: *No*

Question # 5 - Do you envision the training to be customized or are you looking for something “off the shelf”?

Answer: *The chosen consultant will assist with the 360 assessments; this procurement does not include training.*

Question # 6: What are the most important factors to you?

Answer: *Support of a 360 assessment of Public Health leaders.*


All bid submissions must be uploaded onto the City of Houston (COH) e-bid system prior of closing day of May 31, 2023, at 04:00 P.M. Central Time Zone. The COH is not responsible to receive informal bids if bids are submitted in any other way. Contractor must have a COH Supplier Login to be able to upload bids on the e-bid system. [Strategic Purchasing Division \(SPD\)- Logon \(houstontx.gov\)](#)

Footer Notes:

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. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their bid proposal.

If further clarification is needed regarding this solicitation, please contact me,

Sincerely,

DocuSigned by:

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Robert Velandia
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City of Houston, Houston Health Department