



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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April 4, 2013

SUBJECT: Letter of Clarification No. 1
Employee Biometric Screening

REFERENCE: ITB No.: S17-L24567

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

• **To provide potential vendors with teleconference access:**

1. Vendors may choose to participate in the Pre-Bid Conference via teleconference by calling the following number:

Teleconference Number	Access Id
1-866-574-2770	5315354 #

• **The following questions and City of Houston responses are hereby incorporated and made a part of the Invitation to Bid:**

1. **Question/Request:** When does the City want to begin screenings? I don't need exact dates, but rather the desired beginning time frame..May, June?

Answer: July 1-Sept. 13, 2013.

2. **Question/Request:** Aggregate Reports- (3.6) indicates that upon the request of HR Dir a copy of aggregate report should be delivered within 3 days. Does this mean after the report has been established? We regularly produce aggregate reports for clients within 20 days of screening event. Anytime thereafter, our aggregate reports can be delivered within 3 days. Please clarify when the three day rule applies.

Answer: The final aggregate report is due 20 business days after the last screening event is rendered.

The City of Houston HR Department request interim reports throughout the biometric screening process to document participation rates by location/department. This particular report should be produced within a three (3) day time frame from the initial request.

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**LETTER OF CLARIFICATION 1
EMPLOYEE BIOMETRIC SCREENING
SOLICITATION NO. S17-L24567**

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 Purchasing 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,



Murdock Smith III
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8725

DM

END OF LETTER OF CLARIFICATION 1

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