



CITY OF HOUSTON

Finance Department
Strategic Procurement Division

Sylvester Turner

Mayor

Jedediah Greenfield
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March 29, 2023

SUBJECT: Letter of Clarification No. 2
REFERENCE: ITB No.: P18-L32680 - (Dinner to Home)
TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To inform bidders of REVISED bid opening date from April 20, 2023, to **April 13, 2023, at 10:30 a.m.**
2. To provide responses to the questions received from prospective bidders prior to the deadline to submit questions:

1	Question	Firstly, in the solicitation notice, the following statement was made: "by providing food that people want to eat in a respectful atmosphere with tables, chairs, trash receptacles, water, and portable restrooms." I was wondering if the vendor is responsible for providing chairs, tables, and other amenities as well?
	Response	Yes, the awarded vendor is responsible for providing all the amenities outlined in the ITB and any additional amenities that may be necessary to operate these feedings at the location provided. The awarded vendor may keep a storage container that they have procured on site for storage of equipment and other supplies.
2	Question	Secondly, I was curious to know if the address mentioned in the notice is a parking lot or the side of a building. If it is a parking lot or an open area, will the city provide a tent?
	Response	The location is a parking lot that has been reserved by the City for this purpose. There are trees that provided ample shade; however, the awarded vendor will be responsible for providing any additional equipment needed to provide shade or protection from inclement weather.
3	Question	What are the specific demographic details that need to be gathered for the COH Homeless Management System?
	Response	The vendor must meet all HMIS data standards, procedures, and agreements as adopted by The Way Home Continuum of Care for the City of Houston and the Coalition for the Homeless of Houston/Harris County. Please contact the Coalition for the Homeless of Houston/Harris County for more information on the Homeless Management Information System (HMIS).

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Mary Nan Huffman
Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer
Sallie Alcorn

Controller: Chris Brown

4	Question	The objective of the "Dinner to Home" program is to encourage those experiencing shelterless homelessness to commit to a permanent living arrangement. Is the program location at 61 Resiner Street, Houston, TX 77002?
	Response	Yes.
5	Question	Will the vendor selected for the program have access to a list of shelters that can accommodate new individuals who are willing to participate in the "Dinner to Home" program?
	Response	The Vendor shall, at a minimum, conduct monthly onsite housing assessments via coordinated access on a set, reoccurring schedule. Coordinated Access is a centralized, collaborative process through The Way Home and overseen by the Coalition for the Homeless of Houston/Harris County designed to coordinate homeless housing and income program participant intake, assessments, and referrals. Please reach out to the Coalition for the Homeless of Houston/Harris County for more information on Coordinated Access.
6	Question	What is involved in the on-site housing assessment, and where will it be conducted?
	Response	The on-site housing assessments should be conducted on location at 61 Riesner St. The Vendor shall, at a minimum, conduct monthly onsite housing assessments via coordinated access on a set, reoccurring schedule. Coordinated Access is a centralized, collaborative process through The Way Home and overseen by the Coalition for the Homeless of Houston/Harris County designed to coordinate homeless housing and income program participant intake, assessments, and referrals. Please reach out to the Coalition for the Homeless of Houston/Harris County for more information on Coordinated Access.

END OF LETTER OF CLARIFICATION NO. 2

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 Tanya De Lira at tanya.delira@houstontx.gov or 832.393.8731.

Sincerely,

DocuSigned by:


812188AA077041A
Jedediah Greenfield
 Chief Procurement Officer

DS


DS


C: File: L32680

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Mary Nan Huffman
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 Plummer Sallie Alcorn

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Certificate Of Completion

Envelope Id: F42086A72DDC4AD88F1D66B6E1C988CC	Status: Completed
Subject: Complete with DocuSign: L32680 DTH - LOC #2 CMG3.29.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 2	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Tanya DeLira
Time Zone: (UTC-06:00) Central Time (US & Canada)	611 Walker St.
	HITS
	Houston, TX 77002
	Tanya.DeLira@houstontx.gov
	IP Address: 50.58.210.12


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3/29/2023 3:09:51 PM	Tanya.DeLira@houstontx.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: City of Houston IT Services	Location: DocuSign

Signer Events

Derrick Green
 Derrick.Green@houstontx.gov
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 50.58.210.12


Timestamp

Sent: 3/29/2023 3:14:23 PM
 Viewed: 3/29/2023 3:14:58 PM
 Signed: 3/29/2023 3:36:30 PM

Electronic Record and Signature Disclosure:

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Candice Gambrell
 Candice.Gambrell@houstontx.gov
 Deputy Assistant Director
 City of Houston IT Services
 Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
 Using IP Address: 50.58.210.12

Sent: 3/29/2023 3:36:31 PM
 Viewed: 3/29/2023 3:58:03 PM
 Signed: 3/29/2023 3:58:23 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jedediah Greenfield
 Jedediah.Greenfield@houstontx.gov
 Assistant Director
 City of Houston, Public Wors
 Security Level: Email, Account Authentication (None)



Signature Adoption: Uploaded Signature Image
 Using IP Address: 174.203.11.60
 Signed using mobile

Sent: 3/29/2023 3:58:24 PM
 Viewed: 3/29/2023 4:12:10 PM
 Signed: 3/29/2023 4:12:17 PM

Electronic Record and Signature Disclosure:

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	3/29/2023 3:35:42 PM
Envelope Updated	Security Checked	3/29/2023 3:35:42 PM
Envelope Updated	Security Checked	3/29/2023 3:35:42 PM
Certified Delivered	Security Checked	3/29/2023 4:12:10 PM
Signing Complete	Security Checked	3/29/2023 4:12:17 PM
Completed	Security Checked	3/29/2023 4:12:17 PM

Payment Events	Status	Timestamps
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