



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

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March 18, 2010

SUBJECT: Letter of Clarification No.1
Library Business Analyst Consultant for Houston Library Department

REFERENCE: Request for Qualifications No.: Q23604

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

Page 1. Paragraph five is revised to read as follows:

Please review the Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ; please submit your response to Judith Hiott, Chief, via one of the following methods listed below by **4:00 PM on April 2, 2010** :

E-mail (Preferred Method): judith.hiott@cityofhouston.net

Mail:
Judith Hiott, Chief
Houston Area Library Automated Network
500 McKinney
Houston, TX 77002

Partnering To Better Serve Houston

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones **Controller: Ronald C. Green**

**LETTER OF CLARIFICATION 1
LIBRARY BUSINESS ANALYST CONSULTANT
SOLICITATION NO. Q23604**

- **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Qualifications (RFQ):**

1. What is the estimated time frame for which the work should be completed? Is the requirement for a one time consultation or do you need someone to provide services for a year?

Answer: We anticipate the estimated time frame for the work to be from two to four months but encourage respondents to base their responses on the reasonable amount of time needed to complete the work. The job is to provide a one-time consultation.

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 response on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposal.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Judith Hiott
Chief
Houston Area Library Automation Network

END OF LETTER OF CLARIFICATION NO. 1

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