



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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April 10, 2013

SUBJECT: Letter of Clarification No. 3 Citywide Procurement &
Procure-to-Pay Process Improvement for the Finance Department

REFERENCE: Request for Proposal No. S29-Q24555

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

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

1. This question is in response to the answer to question 15 that the City provided in yesterday's Letter of Clarification No. 2. We respectfully request that the City please reconsider the page limitation that was issued in the answer to 15. Offerors have been working diligently on their proposals for over 4 weeks now and to have a page limitation imposed just one week before the due date appears to be unreasonable. Would the City please consider removing the page limitation?

Answer: The Statement of Qualifications should be limited to 15 pages, excluding resumes and documents required in Sections 4.4 and 4.5.

Note: "NO" additional questions will be accepted and answered pertaining to this RFQ.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal 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 proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers 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 Request for Qualifications, please contact me.

Douglas Moore

Douglas Moore
Deputy Assistant Director
Strategic Purchasing Division
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END OF LETTER OF CLARIFICATION 3

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