

**CITY OF HOUSTON**  
**Houston Police and Fire Departments**  
S30- Q24670  
**NOTICE OF REQUEST FOR QUALIFICATION**

**STRATEGIC  
PURCHASING DIVISION**  
901 Bagby Street, Concourse  
Level  
Houston, Texas 77002

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

The City of Houston Police and Fire Departments are soliciting services from qualified consultancies/contractor(s) to perform the following services as described in the Statement of Work for **Conversational Language Testing Services**.

Prospective consultants/contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Richard Morris at [richard.morris@houstontx.gov](mailto:richard.morris@houstontx.gov). The deadline for submitting questions is **July 5, 2013 at 5:00 PM CDT. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

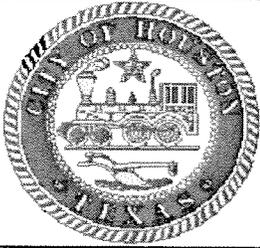
Please review the Statement of Work below. If you believe that your consultancy/firm meets the minimum requirements as outlined in the Statement of Work of the RFQ, please submit your Statement of Qualifications (SOQ) to Richard Morris, via one of the methods listed below by **July 22, 2013 at 2:00 PM CDT. No SOQ's will be accepted after deadline.**

E-mail: (Preferred Method): [richard.morris@houstontx.gov](mailto:richard.morris@houstontx.gov)

Mail: City of Houston  
Strategic Purchasing Division (Suite B500, Room B506)  
901 Bagby Street  
Houston, Texas 77002

**STATEMENT OF WORK**

- 1.0 The Contractor shall provide foreign language testing services for Houston Police (HPD) and Fire Departments (HFD) personnel and shall provide all labor, material, equipment and supervision necessary to perform such services.
- 1.1 The tests shall be conducted at the request of the designated HPD/HFD Chief/representative(s), and the tests results shall be provided to the appropriate Chief/representative within five business days of the date of the test.
- 1.2 The Chiefs shall have the right to review and approve the tests and standards for proficiency.
- 1.3 The Contactor shall test for proficiency in the following languages: Chinese (Mandarin and Cantonese), Vietnamese, Spanish and Korean.
- 2.0 Submission of Qualifications**
- 2.1 Provide evidence of prior experience to include references for each language your firm has provided



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proficiency testing.

- 2.2 Provide plan for providing services listed in the statement of work, including the testing method(s) used for conversational testing.
- 2.3 Provide submittal of facility layout, including location, equipment, personnel and staffing.

**Additionally, the documents listed below must be provided with the SOQ:**

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
PoP 1a Pay or Play Acknowledgment Form
Contractor Questionnaire
Criminal Justice Information Services (CJIS) Compliance (Applicable To Houston Police Department (HPD) Occupied Facilities)
Hire Houston First Affidavit (See Details Below)

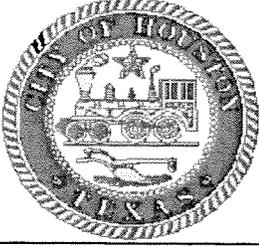
**\* All forms can be downloaded from the following link: <http://purchasing.houstontx.gov/forms.shtml> Offeror will be able to click and print each required document from this site.**

**3.0 Qualification Evaluation Criteria**

3.1 In evaluating the submitted SOQ's, the following criteria will be used when evaluating the RFQ responses and are listed in the order of importance to the City of Houston:

<b>Evaluation Criteria</b>	<b>Allotted Points</b>
Experience - prior experience and languages vendor can testing	60
Plan to provide services per statement of work	30
Facility, location, equipment and personnel	10
<b>Total Points</b>	<b>100</b>

\* Hire Houston First Preference Points (City Business = five (5) extra percentage points or Local Business = three (3) extra percentage points and Non-City and Non-Local Business will receive zero (0) extra percentage points).



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- **HIRE HOUSTON FIRST**

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit (“HHF Affidavit”)** to the Director of the Mayor’s Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

**Download the HHF Affidavit** from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

[www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf](http://www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf)

Submit the completed application forms to: Mayor’s Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002 or Applications may be submitted via e-mail to [HHF-MOBO@houstontx.gov](mailto:HHF-MOBO@houstontx.gov) or faxed to 832.393.0952.

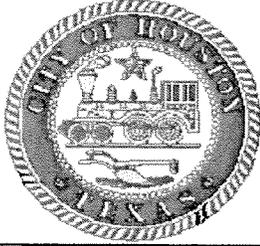
**Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter 15 of the City Code of Ordinances**

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A “LOCAL BUSINESS,” AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
- **FIVE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A “CITY BUSINESS ,”AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES
- UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED N SECTION 15-181 OF THE CODE.

4.0 **SELECTION PROCESS**

- 4.1 The award of this agreement will be made to the best respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of each respondent. Therefore, the respondent shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the respondent fails to satisfy the City or the respondent is deemed



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unqualified to provide the services contemplated.

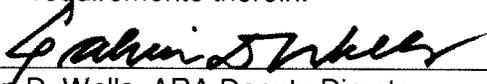
4.2 The City of Houston has sole discretion and reserves the right to cancel this RFQ, or to reject any or all SOQ received prior to contract award.

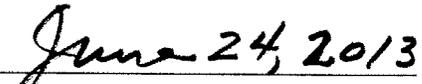
**5.0 NO CONTACT PERIOD**

5.1 Neither Offeror(s) nor any person acting on Offeror(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from Offeror's formal response to the solicitation, communications publicly made during the official pre-proposal conference, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Offeror(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Offeror. However, nothing in this paragraph shall prevent an Offeror from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action.

**6.0 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) COMPLIANCE (Applicable to Houston Police Department (HPD) Occupied Facilities)**

6.1 The Houston Police Department recognizes that by allowing physical or logical (electronic) access to HPD facilities or network resources, people may gain access to information or systems they are statutorily prohibited from accessing. To comply with state and federal regulations, the Houston Police Department is required to document and investigate access requests to be sure access is necessary and permitted. Bidders/Respondents, therefore, agree to review the Criminal Justice Information Systems (CJIS) process and related documents located at <http://www.houstontx.gov/police/cjis/hpdvendorcertification.htm> and shall comply with the terms and requirements therein.

  
 Calvin D. Wells, ARA Deputy Director  
 City Purchasing Agent

  
 Date