



CITY OF HOUSTON
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October 19, 2015

SUBJECT: Letter of Clarification No. 1
Disparity Study Request for Information (RFI)

REFERENCE: RFP No.: S33-Q25544

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To provide vendors with a response to the following questions.

ID #	Question	Response
1.	Question Will the City of Houston have any Organizational Conflict of Interest requirements that may impact concurrent or future business for the companies participating in the study?	Response The City, in compliance with Chapter 176 of the Texas Local Government Code, requires vendors to complete conflict of interest forms which are located on the City's website at http://purchasing.houstontx.gov/forms.shtml . Respondents to this RFI are also directed to the City's Procurement Manual for information on conflicts disclosure statements.
2.	Question Question 1 asks if our firm has performed a study for a municipality or state in the past five years with a procurement budget over \$1B. Does this mean \$1B for any 1 year of the study period, or averaged over the period covered by the study? Also, should the response be yes or no, or do you want a list of the entities that meet the requirement?	Response Question 1 asks whether, within the past five years, respondent has performed a study for a municipality or state that has an annual procurement budget of over \$1B. Respondents are encouraged to supplement their responses with name of governmental entities.
3.	Question Regarding question 2, when you stated "recommended methods to delivering contract utilization data" do you mean how will you get it to us?	Response As part of the submission for the RFP, the City will provide sample data and each proposer shall provide a preliminary report on the validation of the City's current data. Once a consultant is selected the proposer will be given access to various systems to view and export all procurement and contract data. Thereafter, the consultant will be required to collect data from various businesses and provide data to the City. Question 2 is a two part question: First, it asks for responders' recommendation on the best method by which the City will deliver a sample of contract data for the RFP. Second it asks for the best method for the consultant to deliver data to the City once the Disparity Study has actually begun.

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie
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4. **Question** For question 3, please clarify the meaning of “data quality.”
Response For purposes of this RFI, “Data Quality” means the fitness of the data for purposes of the disparity study. This includes the amount of errors in the data, how current the data is validity of the data, as well as the medium used to transfer the data to the Consultant.

5. **Question** For question 4, please define what you mean by business model.
Response Question 4 asks for respondents’ business model and recommended best practices when conducting and publishing disparity studies. Responses should include respondents’ proposed methodology for conducting statistical analysis, use of other firms for legal analysis, methods for conducting various parts of the Disparity Study and whether respondents will perform services internally or engage partners to perform services.

6. **Question** Is question 6 referring only to legal challenges or do you mean general process obstacles as well?
Response Question 6 asks respondents to describe any and all challenges, including legal challenges that it has faced in conducting or publishing a disparity study for governmental entities.

7. **Question** What departments and agencies will be included in the disparity study?
Response The Disparity Study will include procurements for all City of Houston departments. Further details will be provided in the Request for Proposals for Disparity Consultant Services.

8. **Question** Since the data for the study will already need to be collected before the end of FY2016, is the City proposing to use partial data from that year?
Response The City proposes to use all available data for the Disparity Study.

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 me.

Sincerely,



Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 1

Partnering to better serve Houston

Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
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