



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

January 27, 2011

SUBJECT: Letter of Clarification No. 3
HUD Housing & Community Development Programs Consulting Services for the Housing and Community Development Department

REFERENCE: RFP No.: S29-T23832

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

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

1. **Proposers are now required to submit his/her price with his/her proposal.** Therefore, Page 30 Header: EXHIBIT III – RESERVED – NOT APPLICABLE; should be revised to read as follows: **SAMPLE PRICE SHEET/FEE SCHEDULE.** Remove Page 30 and replace with attached Page 30 marked Revised – January 27, 2011.

2. Page 19, Provision 2.0 Selection Process, Items 2.1.1 through 2.1.6 shall be revised to include **Evaluation Criteria Item 2.1.7 Price/Cost.** Additionally, the weight percentages for each evaluation criteria has been revised. Provision 2.0 Selection Process shall be revised to read as follows:

2.1.1	Experience of Firm & Qualifications	33%
2.1.2	Key Staff & Technical Assistance	27%
2.1.3	Quality of Application/Proposal Response/Conformance	10%
2.1.4	Readiness to Proceed & Proposed Timeline	10%
2.1.5	Financial Strength	5%
2.1.6	M/WBE Participation	5%
2.1.7	<u>Price/Cost</u>	<u>10%</u>

Remove Page 19 and replace with attached Page 19 marked Revised – January 27, 2011.

3. Page 18, Provision 7.1.10 Reserved (Exhibit III) – NOT APPLICABLE; should be revised to read as follows: **Price Sheet/Fee Schedule.** Remove Page 18 and replace with attached Page 18 marked Revised – January 27, 2011.

Partnering To Better Serve Houston

LETTER OF CLARIFICATION 3
HUD HOUSING & COMMUNITY DEVELOPMENT PROGRAMS CONSULTING SERVICES
SOLICITATION NO. S29-T23832

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 proposal 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,

Douglas Moore

Douglas Moore
Division Manager
City of Houston Strategic Purchasing Division
832-393-8724

Attached Revised Pages: 18-19 & 30

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 3
 HUD HOUSING & COMMUNITY DEVELOPMENT PROGRAMS CONSULTING SERVICES
 SOLICITATION NO. S29-T23832**

EVALUATION AND SELECTION PROCESS SOLICITATION NO.: S29-T23832

1.0 EVALUATION SUMMARY:

1.1 An evaluation committee will develop a short list of Offeror(s) based upon the initial review of each Proposal received. The short listed Offeror(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Offeror(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Offeror(s). The oral presentations, demonstrations and/or interview may be recorded and/or videotaped.

2.0 SELECTION PROCESS:

2.1 The award of this contract(s) will be made to the 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 the Offeror(s) to create, modify and implement the required application modules. The Offeror(s) 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 Offeror(s) fails to satisfy the City or the Offeror(s) is deemed unqualified to provide the services contemplated. Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

2.1.1	Experience of Firm & Qualifications	33%
2.1.2	Key Staff & Technical Assistance	27%
2.1.3	Quality of Application/Proposal Response/Conformance	<u>10%</u>
2.1.4	Readiness to Proceed & Proposed Timeline	10%
2.1.5	Financial Strength	5%
2.1.6	M/WBE Participation	<u>5%</u>
<u>2.1.7</u>	<u>Price/Cost</u>	<u>10%</u>

Partnering To Better Serve Houston

**LETTER OF CLARIFICATION 3
HUD HOUSING & COMMUNITY DEVELOPMENT PROGRAMS CONSULTING SERVICES
SOLICITATION NO. S29-T23832**

**PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS
SOLICITATION NO.: S29-T23832**

6.0 FINANCIAL STATEMENTS:

6.1 Submit your company's audited annual financial statements, in accordance with and as defined in the Financial Accounting Standards Board (FASB) regulation(s) for the past two years. In addition, include your and Dunn & Bradstreet Report or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two years.

7.0 CONTENTS:

7.1 The contents should be identified by section, description, page number, and should include, at a minimum, the following sections:

7.1.1 Title Page

7.1.2 Signed and Notarized Offer and Submittal Form (Exhibit I)

7.1.3 Letter of Transmittal

7.1.4 Expertise/Experience/Reliability Statement

7.1.5 Organizational Chart, Resumes and Certifications/Licenses of Proposed Key Personnel

7.1.6 Proposed Strategy/Operational Plan

7.1.7 Financial Statement and Dunn & Bradstreet Reports or Federal Tax Forms Filed for Past Two Years

7.1.8 Signed M/WBE Forms: Attachment "A" Schedule of M/WBE Participation, and Attachment "B" Letter of Intent (Exhibit II)

7.1.9 List of References and List of Proposed Subcontractors (Exhibit I)

7.1.10 ~~Reserved (Exhibit III) — NOT APPLICABLE~~ Price Sheet/Fee Schedule (Exhibit III)

7.1.11 Fair Campaign Ordinance Form "A" (Exhibit V)

7.1.12 Affidavit of Ownership or Control (Exhibit VI)

7.1.13 Drug Compliance Agreement Attachment "A" and Contractor's Certification of No Safety Impact Positions Attachment "C" (Exhibit VII)

7.1.14 Anti-Collusion Statement (Exhibit VIII)

7.1.15 Conflict of Interest Questionnaire (Exhibit IX)

7.1.16 City Contractors' Pay or Play Acknowledgement Form (Exhibit X)

7.1.17 Certification of Agreement to Comply with Pay or Play Program (Exhibit XI)

7.1.18 Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information or Alternate Proposals

Page 18
Revised – January 27, 2011

END OF LETTER OF CLARIFICATION NO. 3

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**