



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Purchasing Division

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Mayor

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July 23, 2013

SUBJECT: Letter of Clarification No. 1 Aviation Channeling Services for the Houston Airport System (HAS)

REFERENCE: Request for Proposal No. S30- T24639

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

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

1. To Extend the PROPOSAL DUE DATE to **August 1, 2013 at 2:00 P.M., CST.**

2. Page 16, Section 7.3.1 has been revised as follows:

7.3.1 Scheduled maintenance shall be handled ~~on weekends only and shall~~ **to** not impact normal system operations. Remove Page 16 and replace with attached Page 16 marked Revised - July 23, 2013.

3. Pages 30, 31, 32, 33 and 34 Price Sheets have been revised as follows:

IAH
Recurrent Fee 3000 x \$ _____ 12 \$ _____

HOU
Recurrent Fee 711 x \$ _____ 12 \$ _____

Remove Pages 30, 31, 32, 33 and 34 Price Sheets and replace with attached Pages 30, 31, 32, 33 and 34 marked revised - July 23, 2013

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

1. **Question/Request:** Section 7.3.1 Scheduled Maintenance - A DAC is used to support any number of different airports with different operational schedules and time zones. Would you consider replacing the words "on weekends only and shall" with "to" so the requirements reads: "Scheduled maintenance shall be handled to not impact normal system operations."

Answer: See Page 16, Section 7.3.1 marked Revised July 23, 2013.

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**LETTER OF CLARIFICATION 1
AVIATION CHANNELING SERVICES FOR THE HOUSTON AIRPORT SYSTEM (HAS)
SOLICITATION NO. S30-T24639**

2. Question/Request: In Exhibit III, Price Sheet/Fee Schedule, Initial Enrollment is identified as a factor in the pricing formula. Does initial enrollment include the pricing for a CHRC + STA, CHRC only, and STA only? For clarity, does HAS issue AOA badges (STA only required) in addition to SIDA badges (CHRC + STA)?

Answer: No, the initial enrollment is for both CHRC and STA; all badges issued by HAS.

3. Question/Request: In Exhibit III, Price Sheet/Fee Schedule, CHRC Only is identified as a factor in the pricing formula. Will HAS provide an example of CHRC Only? For clarity, it would be useful to understand if HAS requires recurrent CHRC's at time of badge renewal, if badge holder is hired by another airport tenant, or if it is a random recurrent check. Does CHRC Only assume individual returns to HAS badging office to be fingerprinted?.

Answer: Yes, HAS will re-fingerprint any badge holder who is still employed, but has been off work on any type of extended leave or has been out of the country for more than thirty (30) days.

4. Question/Request: In Exhibit III, Price Sheet/Fee Schedule, STA Only is identified as a factor in the pricing formula. Will HAS provide an example of STA Only? Is STA Only applied when badge holder biographic data changes and upon initial enrollment if only working in the AOA?

Answer: STA Only is utilized for regulated airlines and federal employees.

5. Question/Request: In Exhibit III, Price Sheet/Fee Schedule, Recurrent Fee is identified as a factor in the pricing formula. Is the recurrent fee paid only once annually for each enrolled applicant? What does HAS consider to be a recurrent fee?

Answer: Exhibit III, Price Sheet/Fee Schedule, Delete "Recurrent Fee" years 1-5. See Pages 30, 31, 32, 33 and 34 marked Revised July 23, 2013

6. Question/Request: Exhibit III, Price Sheet/Fee Schedule, Scanning Fee (Inked Card) is identified as factor in the pricing formula. Is it HAS intent to mail the ink cards to the designated aviation channeling services provide facility for processing?

Answer: Yes, cards are currently mailed to the Transportation Security Clearinghouse and then forwarded to the FBI. This is a rare occurrence.

7. Question/Request: What brand of live scan devices is IAH & HOU currently using to capture fingerprints?

Answer: L1 Identity Solutions (Morph Trust)

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 this proposal.

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

Richard Morris

Senior Procurement Specialist
Strategic Purchasing Division
832-393-8736

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SOLICITATION NO. S30-T24639**

Attached Revised Pages: 16, 30, 31, 32, 33 and 34 marked Revised July 23, 2013

END OF LETTER OF CLARIFICATION 1

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Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Dave Martin Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford
Jack Christie **Controller:** Ronald C. Green

LETTER OF CLARIFICATION 1
AVIATION CHANNELING SERVICES FOR THE HOUSTON AIRPORT SYSTEM (HAS)
SOLICITATION NO. S30-T24639

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S30-T24639

Revised July 23, 2013

- 7.2 Contractor Support
- 7.2.1 General support questions or issues shall be reported to the proposer via phone or email (as Agreed upon by HAS) and the Contractor shall respond within 24 hours.
- 7.2.3 Any general support question or issue that cannot be answered upon initial response to HAS Shall be tracked by the Contractor and handled within 5 business days unless deemed a high priority issue.
- 7.2.3 A customer support call shall be deemed a High Priority service issue if it involves any delays in processing applicants for STA, CHRC, and CBP clearances. Expected resolution of a High Priority event is within 24 hours from Contractor acknowledgement of the issue.
- 7.2.4 Any delay of an applicant's processing in excess of 24 hours due to a system issue shall result in manual processing of the applicant by the Contractor.
- 7.3 System Uptime
- 7.3.1 Scheduled maintenance shall be handled **to** not impact normal system operations.
- 7.3.2 Unexpected outages should be reported to HAS immediately and an expected time to return to Normal operations should be provided.
- 7.3.3 Unexpected outages should not cause delays in processing applicants for STA, CHRC, and CBP clearances for more than 24 hours. After that time, if the system has not resumed normal Operations a backup process shall be initiated.
- 7.3.4 The Contractor should provide an explanation of the backup process in the event the entire system or system interface is out of service for more than 24 hours.
- 8.0 CONFIDENTIALITY AND PRIVACY**
- 8.1 Each party agrees that all proprietary or confidential information disclosed by the other party in connection with this Agreement shall be protected from risk of disclosure to others with the same degree of care that the receiving party accords to its own confidential or proprietary information.
- 9.0 INTELLECTUAL PROPERTY RIGHTS**
- 9.1 The Contractor and HAS acknowledge that both parties and/or third parties retain all right, title and interest under applicable contractual, copyright, intellectual property, and related laws to their previously owned, developed or obtained intellectual property and any enhancements and modifications to same and in the databases and information contained therein used to provide either party's products or services hereunder, and the parties shall use such materials consistent with such right, title and interest and notify the applicable party of any threatened or actual infringement thereof.
- 10.0 DATA PROTECTION**
- 10.1 The Contractor shall protect HAS provided data, including biometric and biographic information providing HAS with the highest level of service. HAS provided data, which includes personal information sent to Contractor, shall not be disclosed, made available or otherwise used for any purposes other than for those purposes of completing fingerprint-based criminal history record checks and security threat assessments as prescribed by federal regulation or other forms of government mandates or requests or as mutually agreed upon by HAS and Contractor. Fingerprint and biographical information can be used for other purposes only with the data provider's express permission or as required to comply with applicable laws.

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EXHIBIT III - PRICE SHEET/FEE SCHEDULE
 SOLICITATION NO.: S30-T24639

Revised July 23, 2013

BASIC SERVICES

YEAR ONE (IAH)

<u>Description</u>	<u>Est. Monthly Enrollments</u>	<u>X</u>	<u>Rate Per Person</u>	<u>X</u>	<u>Cost Per Year</u>
Aviation Worker Initial Enrollment	800	x	\$_____	12	\$_____
Aviation Worker CHRC Check Only	80	x	\$_____	12	\$_____
Aviation Worker STA Check Only	200	x	\$_____	12	\$_____
Scanning Fee (Inked Card)	15	x	\$_____	12	\$_____
Basic Services Total					\$_____

YEAR ONE (HOU)

Aviation Worker Initial Enrollment	217	x	\$_____	12	\$_____
Aviation Worker CHRC Check Only	102	x	\$_____	12	\$_____
Aviation Worker STA Check Only	115	x	\$_____	12	\$_____
Scanning Fee (Inked Card)	0	x	\$_____	12	\$_____
Basic Services Total					\$_____

Enter the above Basic Services Total Cost on the – **Year One Rates** – Bid Total Summary on price lines 1a and 1b.

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 SOLICITATION NO. S30-T24639

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Revised July 23, 2013

YEAR TWO (IAH)

<u>Description</u>	<u>Est. Monthly Enrollments</u>	<u>X</u>	<u>Rate Per Person</u>	<u>X</u>	<u>Cost Per Year</u>
Aviation Worker Initial Enrollment	800	x	\$_____	12	\$_____
Aviation Worker CHRC Check Only	80	x	\$_____	12	\$_____
Aviation Worker STA Check Only	200	x	\$_____	12	\$_____
Scanning Fee (Inked Card)	15	x	\$_____	12	\$_____
Basic Services Total					\$_____

YEAR TWO (HOU)

Aviation Worker Initial Enrollment	217	x	\$_____	12	\$_____
Aviation Worker CHRC Check Only	102	x	\$_____	12	\$_____
Aviation Worker STA Check Only	115	x	\$_____	12	\$_____
Scanning Fee (Inked Card)	0	x	\$_____	12	\$_____
Basic Services Total					\$_____

Enter the above Basic Services Total Cost on the – **Year Two Rates** – Bid Total Summary on price lines 2a and 2b.

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 SOLICITATION NO. S30-T24639

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Revised July 23, 2013

YEAR THREE (IAH)

<u>Description</u>	<u>Est. Monthly</u> <u>Enrollments</u>	<u>X</u>	<u>Rate Per</u> <u>Person</u>	<u>X</u>	<u>Cost Per</u> <u>Year</u>
Aviation Worker Initial Enrollment	800	x	\$ _____	12	\$ _____
Aviation Worker CHRC Check Only	80	x	\$ _____	12	\$ _____
Aviation Worker STA Check Only	200	x	\$ _____	12	\$ _____
Scanning Fee (Inked Card)	15	x	\$ _____	12	\$ _____
Basic Services Total					\$ _____

YEAR THREE (HOU)

Aviation Worker Initial Enrollment	217	x	\$ _____	12	\$ _____
Aviation Worker CHRC Check Only	102	x	\$ _____	12	\$ _____
Aviation Worker STA Check Only	115	x	\$ _____	12	\$ _____
Scanning Fee (Inked Card)	0	x	\$ _____	12	\$ _____
Basic Services Total					\$ _____

Enter the above Basic Services Total Cost on the – **Year Three Rates** – Bid Total Summary on price lines 3a and 3b.

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LETTER OF CLARIFICATION 1
 AVIATION CHANNELING SERVICES FOR THE HOUSTON AIRPORT SYSTEM (HAS)
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Revised July 23, 2013

YEAR FOUR (IAH)

<u>Description</u>	<u>Est. Monthly</u> <u>Enrollments</u>	<u>X</u>	<u>Rate Per</u> <u>Person</u>	<u>X</u>	<u>Cost Per</u> <u>Year</u>
Aviation Worker Initial Enrollment	800	x	\$ _____	12	\$ _____
Aviation Worker CHRC Check Only	80	x	\$ _____	12	\$ _____
Aviation Worker STA Check Only	200	x	\$ _____	12	\$ _____
Scanning Fee (Inked Card)	15	x	\$ _____	12	\$ _____
Basic Services Total					\$ _____

YEAR FOUR (HOU)

Aviation Worker Initial Enrollment	217	x	\$ _____	12	\$ _____
Aviation Worker CHRC Check Only	102	x	\$ _____	12	\$ _____
Aviation Worker STA Check Only	115	x	\$ _____	12	\$ _____
Scanning Fee (Inked Card)	0	x	\$ _____	12	\$ _____
Basic Services Total					\$ _____

Enter the above Basic Services Total Cost on the – **Year Four Rates** – Bid Total Summary on price lines 4a and 4b.

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Revised July 23, 2013

YEAR FIVE (IAH)

<u>Description</u>	<u>Est. Monthly Enrollments</u>	<u>X</u>	<u>Rate Per Person</u>	<u>X</u>	<u>Cost Per Year</u>
Aviation Worker Initial Enrollment	800	x	\$_____	12	\$_____
Aviation Worker CHRC Check Only	80	x	\$_____	12	\$_____
Aviation Worker STA Check Only	200	x	\$_____	12	\$_____
Scanning Fee (Inked Card)	15	x	\$_____	12	\$_____
Basic Services Total					\$_____

YEAR FIVE (HOU)

Aviation Worker Initial Enrollment	217	x	\$_____	12	\$_____
Aviation Worker CHRC Check Only	102	x	\$_____	12	\$_____
Aviation Worker STA Check Only	115	x	\$_____	12	\$_____
Scanning Fee (Inked Card)	0	x	\$_____	12	\$_____
Basic Services Total					\$_____

Enter the above Basic Services Total Cost on the – **Year Five Rates** – Bid Total Summary on price lines 5a and 5b.

SYSTEM INTERFACE

Interface to Pro-Watch with CBP Approval Process \$_____