



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone - Dial 311
www.houstontx.gov
<http://purchasing.houstontx.gov>

November 8, 2013

SUBJECT: Letter of Clarification No. 3 - Citywide Enterprise Risk Management (ERM) and Control Self-Assessment Services for the Finance Department

REFERENCE: Request for Proposal No. S46_T24797

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 Proposal:**

1. We have called and talked with several MWBE accredited firms in the Houston area to reach out to them as to whether they would be able to collaborate with our firm on the City of Houston's "Solicitation S46-T24797". To date we have not been successful to receive a party wishing to work on this project, but we will continue to search for a capable partner over the next several days.

Answer: The proposer's responsibility is to make "Good Faith Efforts" to meet the goal as set forth in the City's Good Faith Efforts policy (please refer to the Office of Business Opportunity for additional information - <http://www.houstontx.gov/obo/index.html>). If your firm is unable to meet the goal, your documented good faith efforts can be submitted to OBO for evaluation pre-award.

2. Is the requirement to submit company audited financial statements meant to eliminate otherwise qualified small businesses especially MWBEs certified by the City that would not normally have audited financial statements from participating in this RFP?

Answer: No.

- 2a. Why doesn't the City require audited financial statements as a condition for MWBE certification?

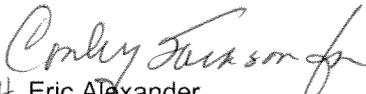
Answer: The City's certification program does not require audited financial statements for certification, however, the program does require that MWBE applicants for certification provide a "Current financial statement including Balance Sheet and Income Statement prepared by an independent CPA or Accountant."

3. Given the potential size of the task orders and the availability of resources from non-conflicted MWBE firms, is the 24% threshold for Supply Agreements from MWBE negotiable?

Answer: Please refer to response 1 – each vendor is required to make a "Good Faith Effort" to meet the MWBE goal for this RFP.

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.


Eric Alexander
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8704

END OF LETTER OF CLARIFICATION 3