



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

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<http://purchasing.houstontx.gov>

June 27, 2014

**SUBJECT:** Letter of Clarification No. 2 - REVISED  
Consulting Services for the Implementation of Info Enterprise Software Solution  
for the City of Houston and ILMS Replacement Addendum a/k/a City Source

**REFERENCE:** RFP No.: S37-T25069

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reasons:**

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

1. **Extend the Proposal Due Date to Thursday, July 17, 2014 at 2:00 p.m.**

• **To provide a response to vendors questions as follows:**

1. We would like to formally request an extension for the due date for responses of this RFP. Will this be considered?

**Answer:** Yes, please see notice above.

2. 10.0 Technical Solution: We expect the City and Infor to determine the best deployment/implementation architecture for their needs/capabilities. We would not know the best architecture to deploy the system based on your and Infor's constraints or needs at this time. Are you asking us to provide our recommendation and point of view on the pros and cons of each? Software/Hardware/Infrastructure needs would be unknown at this point.

**Answer:** The City requires the Proposer(s) to recommend the technology architecture and infrastructure, based on the INFOR Software Suite. The Proposer(s) may use their implementation experience, INFOR contacts and other resources to provide the recommended technology architecture and infrastructure, along with pros and cons of the recommendation.

3. ILMS Attachment D and E: Since the response to this RFP is for consulting services only, and not for a specific product/software, what is the expectation for these responses to be used? Is it for a roadmap for a future solution? Would a lack of response to these questions be viewed negatively or in "non-compliance".

**Answer:** The City requires the Proposer(s) to respond to all sections of the RFP.

Completion of ILMS Attachment D and E is mandatory. Proposer shall indicate INFOR Public Sector software products ability to meet requirements by following instructions on the Respondent Instructions tab in the workbook. In cases where INFOR Public Sector Suite does not meet requirements, proposer shall indicate such, describe how proposer will deliver a solution that meets requirements, and include itemized deliverables, and associated cost in their pricing response. Please read the Instructions tabs of both the Functional and the Technical Requirements Matrices:

### Functional Requirements Matrix - Respondent Instructions

Respondent shall complete and submit the Functional Technical Requirements Matrix.

For each requirement, Respondents should indicate with “Yes” or “No” whether the requirement is addressed by the proposed solution. The Respondent’s “Yes” or “No” response to each requirement should be placed within the column that correlates to how the proposed solution will meet that requirement. Only one column requires a response per requirement. The four options are:

1. **Supported through Product Configuration?** – use this column when the requirement is met by the proposed solution, either in its original unmodified state or through the use of System Configurations.

2. **Supported through Customization?** – use this column when the requirement is met by Customizations to the proposed solution.

3. **Supported in Future Product Release? (version #, planned date)** – use this column when the requirement is not met by the proposed solution, but if the requirement will be met by the next System Update or Upgrade. Please provide the version number and the planned date of release for any responses in this column.

4. **Requires Integration with Third Party Product or Respondent?** – use this column when the requirement

Respondent may provide clarifications to their responses using the provided Comments column.

Respondents should address all requirements included in the requirements matrix, including those marked as “Mandatory” or “Preferred.”

### Technical Requirements Matrix - Respondent Instructions

Respondent shall complete and submit the Technical Requirements Matrix.

For each requirement, Respondents should indicate with “Yes” or “No” whether the requirement is addressed by the proposed solution. The Respondent’s “Yes” or “No” response to each requirement should be placed within the column that correlates to how the proposed solution will meet that requirement. Only one column requires a response per requirement. The four options are:

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S37-T25069

Infor Implementation Consulting Services

Page 3

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 Purchasing 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 at [joyce.hays@houstontx.gov](mailto:joyce.hays@houstontx.gov).

Sincerely,



Joyce Hays  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8723

cc: T25069

Attachment: Revised page 1

**END OF LETTER OF CLARIFICATION 2**

<p>STRATEGIC PURCHASING DIVISION</p>	<p><b>CITY OF HOUSTON, TEXAS</b>  <b>NOTICE OF REQUEST FOR PROPOSAL (RFP)</b>  <b>SOLICITATION NO.: S37-T25069</b></p>	<p>"PARTNERING TO BETTER SERVE HOUSTON"</p>
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NIGP CODE: 920-64

SOLICITATION DUE DATE/TIME: July 17, 2014 at 2:00 P.M., CST

SUBMITTAL LOCATION: City Secretary's Office  
City Hall Annex, Public Level  
900 Bagby Street  
Houston, Texas 77002

DESCRIPTION: CONSULTING SERVICES FOR THE IMPLEMENTATION OF  
INFOR ENTERPRISE SOFTWARE SOLUTION FOR THE CITY  
OF HOUSTON AND ILMS REPLACEMENT ADDENDUM  
A.K.A CITY SOURCE

PRE-PROPOSAL CONFERENCE:	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>June 20, 2014</td> <td>10:00 A.M.</td> </tr> </tbody> </table>	Date	Time	June 20, 2014	10:00 A.M.	<p>Location  SPD, 900 Bagby, CR-1  City Hall Annex,  Houston, TX 77002</p>
Date	Time					
June 20, 2014	10:00 A.M.					

In accordance with T.L.G.C. § Chapter 252, competitive sealed Proposals for the services specified will be received by the City Secretary's Office of the City of Houston at the above specified location, until the time and date cited. Offers must be in the actual possession of the City Secretary's Office on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Proposer's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

**PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION**

Solicitation Contact Person:  
Joyce Hays

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Name  
joyce.hays@houstontx.gov  


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E-Mail Address

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City Purchasing Agent  
June 13, 2014  


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Date