



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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September 05, 2014

SUBJECT: Letter of Clarification No. 1 Pharmacy Software & Inventory Management System

REFERENCE: Request for Proposal (RFP) No. S55-T25111

TO: All Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

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- **Page 5, Provision 10.0 of the RFP document has been modified to read as follows:**
The Agreement(s) shall become effective on or about **February 25, 2015** for a term of five (5) years. The City of Houston reserves the of extending the Agreement(s) on an annual basis for two(2) additional one-year terms, or portions thereof ~~plus two (2) additional one-year terms, or portions thereof plus~~.

The header on Pages 32-34 of the RFP document have been modified to read as follows
~~EVALUATION AND SELECTION PROCESS~~ **PROPOSAL SUBMITTAL REQUIREMENTS**
SOLICITATION NO. S55-T25111

- **Pages 29-31 on the RFP document have been removed on its entirety. Please utilize the modified Pages 32-34 for your Proposal Submittal Requirements.**

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.

Joseph Badell

Joseph Badell, CCCM
Senior Procurement Specialist
Strategic Purchasing Division
832-393-0209

ENC: 7

END OF LETTER OF CLARIFICATION 1

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
Controller: Ronald C. Green

UNIFORM INSTRUCTIONS TO PROPOSER(S)
SOLICITATION NO. S55-T25111

- 1.0 This RFP does not commit the City of Houston to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a Proposal in response to this request.
- 2.0 The Proposals will become part of the City's official files without any obligation on the City's part. All Responses shall be held confidential from all parties other than the City until after the contract is awarded. Afterward, the Proposals shall be available to the public.
- 3.0 The City of Houston shall not be held accountable if material from responses is obtained without the written consent of the Proposer by parties other than the City, at any time during the Proposal evaluation process.
- 4.0 In the event an Proposer submits trade secret information to the City, the information must be clearly labeled as a "**Trade Secret.**" The City will maintain the confidentiality of such trade secrets to the extent provided by law.
- 5.0 Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Houston (including any and all members of Proposal evaluation committees).
- 6.0 Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s), which may restrict or eliminate competition, or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purposes of: a) responding to this RFP; or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein. Conversely, the City can combine or consolidate Proposals, or portions thereof, for the purposes mentioned above.
- 7.0 All Proposals submitted must be the original work product of the Proposer. The copying or paraphrasing of the work product of another Proposer is not permitted.
- 8.0 The RFP and the related responses of the selected Proposer will by reference (within either a contract or purchase order) become part of any formal Agreement between the selected Proposer and the City. The City and the selected Proposer may negotiate a Contract or contracts for submission to City Council for consideration and approval. In the event an Agreement cannot be reached with the selected Proposer, the City reserves the right to select an alternative Proposer. The City reserves the right to negotiate with alternative Proposer the exact terms and conditions of the contract.
- 9.0 Proposer(s), their authorized representatives and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of the RFP at the time a Proposal is submitted to the City.
- 10.0 The Agreement(s) shall become effective on or about **February 25, 2015** for a term of five (5) years. The City of Houston reserves the option of extending the Agreement(s) on an annual basis for two (2) additional one-year terms, or portions thereof ~~plus two (2) additional one-year terms, or portions thereof plus~~.
- 11.0 If necessary for the completion of tasks required under the project, the City will provide reasonable working space to the Prime Contractor.
- 12.0 Clerical support and reproduction of documentation costs shall be the responsibility of the Prime Contractor. If required, such support and costs shall be defined in the negotiated Agreement.
- 13.0 Prime Contractor personnel essential to the continuity, and the successful and timely completion of the project should be available for the duration of the project unless substitutions are approved in writing by the City Project Director.
- 14.0 The Prime Contractor will be expected to adhere to all standard contractual requirements of the City which shall include, but are not limited to, provisions for: Time Extensions; Appropriation of Available Funds; Approvals; Term and Termination; Independent Contractor; Business Structure and Assignments; Subcontractors; Parties in Interest; Non-Waiver; Applicable Laws; Notices; Use of Work Products; Equal Employment Opportunity; Force Majeure; and Inspections and Audits.

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

SOLICITATION NO. S55-T25111

To simplify the review process and to obtain the maximum degree of comparability, the Proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Proposer(s) are encouraged to include additional relevant information.

~~1.0~~ TITLE PAGE:

~~1.1~~ The title page should include the title and number of the RFP, name and address of the Proposer(s), and the date of the Proposal.

~~2.0~~ OFFER & SUBMITTAL FORM:

~~2.1~~ PROPOSAL MUST BE SIGNED AND NOTORIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE HUNDRED EIGHTY (180) DAYS.

~~3.1~~ LETTER OF TRANSMITTAL:

~~3.2~~ A letter of transmittal shall include the following:

~~3.2.1~~ The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representation on behalf of the Proposer.

~~3.2.2~~ A statement that the per unit proposed price and/or lump sum (if prices are proposed) is the total fixed price for the equipment and services enumerated.

~~3.2.3~~ A statement that the person signing the letter of transmittal is authorized to legally bind the Proposer; that the Proposal and the total fixed price contained therein shall remain firm for a period of one hundred eighty (180) days, and that the Proposal will comply with the requirements and arrangements stated in the RFP.

~~4.0~~ EXPERTISE/EXPERIENCE/QUALIFICATION STATEMENT:

~~4.1~~ Provide a brief statement describing the Proposer's background information, history, resources and/or track record. Please limit to three (3) pages.

~~4.2~~ Provide an organizational chart of proposed team or staff for this project.

~~4.3~~ Provide resumes of key personnel whom will be responsible for the delivery of the services/project.

~~4.4~~ Provide copies of key personnel certifications and/or licenses.

~~5.0~~ PROPOSED STRATEGY AND OPERATIONAL PLAN:

~~5.1~~ Provide a detailed description and methodology of the proposed plan for the RFP requirements, which should include, but not be limited to the following:

~~5.1.1~~ A brief statement of the Proposer understanding of the work to be done; and

~~5.1.2~~ A detailed description that clearly defines the method of approach that will be utilized in the successful achievement of the RFP's intended Scope of Work.

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

SOLICITATION NO. S55-T25111

~~6.1 PROPOSED EQUIPMENT: (Optional)~~

~~6.2 Provide complete equipment description, design, functions, and technical specifications that are being proposed for usage.~~

~~7.0 FINANCIAL STATEMENTS:~~

~~7.1 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.~~

~~8.1 CONTENTS:~~

~~8.2 The contents should be identified by section, description, page number, and should include, at a minimum, the following sections:~~

~~8.2.1 Title Page~~

~~8.2.2 Signed and Notarized Offer and Submittal Form (Exhibit I)~~

~~8.2.3 Letter of Transmittal~~

~~8.2.4 Expertise/Experience/Reliability Statement~~

~~8.2.5 Organizational Chart, Resumes and Certifications/Licenses of Proposed Key Personnel~~

~~8.2.6 Proposed Strategy/Operational Plan~~

~~8.2.7 Proposed Equipment (If Applicable)~~

~~8.2.8 Financial Statement and Dunn & Bradstreet Reports or Federal Tax Forms Filed for Past Two Years~~

~~8.2.9 Signed M/WBE Forms: Attachment "A" Schedule of M/WBE Participation, and Attachment "B" Letter of Intent (Exhibit II)~~

~~8.1.10 List of References and List of Proposed Subcontractors (Exhibit I)~~

~~8.1.11 Pricing Form/Fee Schedule (Exhibit III)~~

~~8.1.12 Fair Campaign Ordinance Form "A" (Exhibit V)~~

~~8.1.13 Affidavit of Ownership or Control (Exhibit VI)~~

~~8.1.14 Drug Compliance Agreement Attachment "A" and Contractor's Certification of No Safety Impact Positions Attachment "C" (Exhibit VII)~~

~~8.1.15 Anti-Collusion Statement (Exhibit VIII)~~

~~8.1.16 Conflict of Interest Questionnaire (Exhibit IX)~~

~~8.1.17 City Contractors' Pay or Play Acknowledgement Form and Pay or Play Certificate Agreement (Exhibit X)~~

~~8.1.18 Hire Houston First Affidavit (Download Copy at <http://purchasing.houstontx.gov/index.shtml> and submit to MOBO via e-mail to HHF-MOBO@houstontx.gov or fax to 832-393-0952) or submit copy with proposal.~~

**PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS
SOLICITATION NO. 555-T25111**

~~8.1.19 Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information of Alternate Proposals~~

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**PROPOSAL SUBMITTAL REQUIREMENTS
SOLICITATION NO. S55-T25111**

To simplify the review process and to obtain the maximum degree of comparability, the Proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Proposer(s) are encouraged to include additional relevant information.

1.0 TITLE PAGE:

1.1 The title page should include the title and number of the RFP, name and address of the Proposer(s), and the date of the Proposal.

2.0 COVER LETTER:

2.1 An authorized representative of the firm/organization shall sign the cover letter. The letter should indicate the firm/organization's commitment to provide the services as required by the City of Houston. The cover letter shall be signed by an authorized representative of the Proposer. The letter should indicate the Proposer's commitment to provide the services proposed. Also, the cover letter shall identify the members of the team that comprise the Proposer. Indicate the organizational relationship of the team members.

3.0 EXECUTIVE SUMMARY:

3.1 The executive summary should include a brief overview of the solution proposed, the overall strategy for implementation, the key personnel who will be responsible for seeing the project through completion, and a rationale for any realistic alternative pharmacy software inventory management while realizing a fiscally efficient and cost contained system. The executive summary shall also include the timeline for implementation and highlight any other requirements that are noted in the detailed proposed plan. Attach a proposed organization chart for the project.

4.0 OFFER & SUBMITTAL FORM:

4.1 PROPOSAL MUST BE SIGNED AND NOTORIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

5.0 LETTER OF TRANSMITTAL:

5.1 A letter of transmittal shall include the following:

5.1.1 The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representation on behalf of the Proposer.

5.1.2 A statement that the per-unit proposed price and/or lump sum (if prices are proposed) is the total fixed price for the equipment and services enumerated.

5.1.3 A statement that the person signing the letter of transmittal is authorized to legally bind the Proposer; that the Proposal and the total fixed price contained therein shall remain firm for a period of one hundred-eighty (180) days, and that the Proposal will comply with the requirements and arrangements stated in the RFP.

PROPOSAL SUBMITTAL REQUIREMENTS
SOLICITATION NO. S55-T25111

6.0 QUALIFICATIONS OF FIRM:

6.1 Fully identify by name and, if applicable, provide brochure materials for the entities comprising the Proposer team. Clearly identify the contract party or parties who will be responsible for representing the Proposer team. Include names of any proposed, general, limited or joint venture partners. Resumes of the principals and other team members undertaking the assignment should be included in the submittal. It is extremely important that the proposal outline the Proposer's demonstrated ability to assess the project from a neutral point of view taking into account not only Pharmacy Software & Inventory Management System but the ability to sustain a deliverable system from a fiscally responsible and sustainable standpoint.

6.1.1 Date that the firm was founded.

6.1.2 Total number of employees

6.1.3 Number of public entity clients

6.2 EXPERIENCE:

6.2.1 Include a statement of prior experience of key individuals with project descriptions similar in size and nature. The applicant must have knowledge of Texas laws and regulations with experience relative to Pharmacy Software & Inventory Management delivery. Examples of completed projects that fit a Pharmacy Software & Inventory Management System should be included.

6.3 REFERENCES:

6.3.1 Contact persons, phone numbers, email address and physical address should be provided on at least three prior projects comparable in scope and magnitude. References from government entities and or similar organizations where a Pharmacy Software & Inventory Management System was developed.

7.0 QUALIFICATIONS OF KEY PERSONEL

7.1 Resumes. Provide chronological resumes for each of the key personnel listed.

7.2 Indicate the role that the key personnel will play in the proposed team.

7.3 Describe specialized experience of key personnel particular experience relevant to the role proposed.

8.0 PROPOSED PLAN OF ACTION

8.1 Describe the proposed management and operational strategy to provide

8.2 Include an organization chart depicting the name and role of each key personnel.

9.0 FINANCIAL CAPACITY / STATEMENTS

9.1 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.

11.1 EXCEPTIONS TO TERMS AND CONDITIONS:

11.2 The contract under which services will be performed by the selected firm shall be substantially the same as the terms listed in this RFP. In an effort to expedite a contract award once the successful firm is identified, provide a response to all submitted Exceptions in the following manner:

**PROPOSAL SUBMITTAL REQUIREMENTS
SOLICITATION NO. S55-T25111**

11.2.1 List each Exception by article number, name, and page number.

11.2.2 Provide a rationale for each listed Exception,

11.2.3 Provide proposed alternative language.

12.0 Pricing Format (EXHIBIT III):

12.1 **Submit your price proposal in a separate sealed envelope.**

12.2 Submit a project pricing structure with proposal detailing specific costs for personnel services (salaries and all benefits) and project operations.

12.3 Provide Cost Savings strategies beneficial to the City including Contractor's level of willingness to participate in the City's Pay-to-Play (P2P) Early Payment Discount program (e.g. Invoices to be paid at 1% discount Net-20, and 2% discount, Net-10).

13.0 HIRE HOUSTON FIRST:

13.1 Hire Houston First Preference Points: City Business = five (5) extra percentage points; Local Business = three (3) extra percentage points; and Non-City/Non-Local Business shall receive zero (0) extra percentage points.

14.0 M/WBE PARTICIPATION

14.1 List the name(s) of the M/WBE firm(s) that will be performing services as part of the team.

14.2 Indicate the role of the M/WBE firm(s).

15.0 INTERLOCAL AGREEMENT:

15.1 Under the same terms and conditions hereunder, the Contract may be expanded to other government entities through inter-local agreements between the City of Houston and the respective government entity that encompass all or part of the products/services provided under this contract. Separate contracts will be drawn to reflect the needs of each participating entity.