



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

**Sylvester Turner**

Mayor

Carolyn Hanahan  
Acting Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562

T. 832.393.9127  
F. 832.393.8755  
<https://purchasing.houstontx.gov>

January 13, 2016

**SUBJECT:** Letter of Clarification No. 4  
Professional Independent Internal Audit and Consulting Services

**REFERENCE:** RFQ No.: S67-T25616

**TO:** All Prospective Respondents

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

1. To change the solicitation contact person and replace pages 1 and 12 in their entirety with the attached pages marked "Revised, January 13, 2016".

Solicitation Contact Person: Dave Evans  
[Dave.evans@houstontx.gov](mailto:Dave.evans@houstontx.gov)  
832-393-8701

2. To inform respondents that the following Hire Houston First Document is required to be submitted to the Office of Business of Opportunity:

Hire Houston First Affidavit (Download Copy at <http://www.houstontx.gov/obo/hirehoustonfirst.html>) and submit to Office of Business Opportunity, Houston Business Solutions Center via e-mail to [houstonbsc@houstontx.gov](mailto:houstonbsc@houstontx.gov) or fax to 832-393-0650 or submit copy with proposal.

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 Procurement 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.

Sincerely,

A handwritten signature in black ink that reads "Dave Evans".

Dave Evans  
Deputy Assistant Director  
Strategic Purchasing Division  
832-393-8701

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos  
Mike H. Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda Edwards Jack Christie

**Controller:** Chris Brown

END OF LETTER OF CLARIFICATION 4

*Partnering to better serve Houston*

**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan 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

**CITY OF HOUSTON**  
REQUEST FOR QUALIFICATION (RFQ)  
FOR PROFESSIONAL INDEPENDENT INTERNAL  
AUDIT AND CONSULTING SERVICES  
SOLICITATION NO.: S67-T25616

---

**Date Issued:** November 20, 2015

**Pre-Submittal Conference:** December 3, 2015 @ 10:00 A.M  
City Hall  
900 Bagby Street  
Conference Room 1 (Tunnel Level)  
Houston, TX 77002

**Pre-Submittal Questions  
Deadline:** January 6, 2016 @ 5:00 P.M

**Responses Due Date:** January 20, 2016 @ 5:00 P.M., CST

**Solicitation Contact Person:** ~~Brenda Chagoya~~ **Dave Evans**  
~~[brenda.chagoya@houstontx.gov](mailto:brenda.chagoya@houstontx.gov)~~  
**[dave.evans@houstontx.gov](mailto:dave.evans@houstontx.gov)**  
**(832) 393-8723**

---

**Project Summary:** The City of Houston is requesting qualifications from contractors for the purpose of creating a vendor pool for future Internal Audit Services for a three (3) year term with two (2) year option periods.

**Project Description:** Internal Audit and other specific services requested by the City Controller, as well as, prepare the resulting reports.

**NIGP Code:** 918-04, 926-23, 946-20

**MWBE Goal:** 24%

---

Carolyn Hanahan, Acting Chief Procurement Officer

**December 18, 2015**

---

Date

**Revised, January 13, 2016**

Any protest regarding the evaluation of bids, qualifications, or proposals by the City must be filed no later than ten (10) days after:  
opening of bids (if a bid); or  
due date (if RFQ/RFP); or  
notification that the interested party's bid or proposal has been rejected.  
Any protest received after the deadline will not be considered.

c. **Protests regarding award of contract (Post-Award Protest)**

Upon receipt of a timely and properly filed protest regarding the award of a contract, the City will not issue a notice to proceed or submit an order for goods until the protest has been resolved, provided such delay will not be detrimental to the interests of the City.

## **PART VII – INSTRUCTIONS TO PROPOSERS**

### **A. Pre-Submittal Conference**

A Pre-Proposal Conference will be held at the date, time, and location as indicated on the first page of the RFQ/P document. Interested Proposer(s) should plan to attend. It will be assumed that potential Proposer(s) attending this meeting have reviewed the RFQ in detail, and are prepared to bring up any substantive questions not already addressed by the City.

### **B. Additional Information and Specification Changes**

Requests for additional information and questions should be addressed to the Finance Department, Strategic Procurement Division, ~~Brenda Chagoza~~ **Dave Evans** telephone: (832) 393-8723 **8701**, fax: 832.393. 8759, or e-mail (preferred method to): ~~[brenda.chagoza@houstontx.gov](mailto:brenda.chagoza@houstontx.gov)~~ [dave.evans@houstontx.gov](mailto:dave.evans@houstontx.gov) no later than 2:00 p.m., CST, January 6, 2016. The City of Houston shall provide written responses to all questions received in writing before the submittal deadline. Questions received from all respondent(s) shall be answered and sent to all respondent(s) who are listed as having obtained the RFQ. Respondent(s) shall be notified in writing of any changes in the specifications contained in this RFQ.

### **C. Letter(s) of Clarification**

1. All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City of Houston. Only information supplied by the City of Houston in writing or in this RFQ should be used in preparing submission responses.
2. The City does not assume responsibility for the receipt of any Letters of Clarification sent to respondent (s).

### **D. Examination of Documents and Requirements**

1. Each respondent shall carefully examine all RFQ documents and thoroughly familiarize themselves with all requirements prior to submitting a submission to ensure that the submission meets the intent of this RFQ.
2. Before submitting a Proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFQ/P. Failure to make such investigations and examinations shall not relieve the Proposer from obligation to comply, in every detail, with all provisions and requirements of the RFQ/P.