



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

Sylvester Turner

Mayor

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April 7, 2016

SUBJECT: Letter of Clarification No. 2

REFERENCE: RFP: S69-T25669 SAP Application Administration and Support Services

TO: All Prospective Proposers

CLARIFICATION NO. 2

FOR

**REFERENCE: SOLICITATION: S69-T25669
 REQUEST FOR PROPOSALS (RFP) FOR SAP APPLICATION ADMINISTRATION
 AND SUPPORT SERVICES**

For which responses for clarification are scheduled to be received to the
 Finance Department Strategic Procurement Division,
 2:00 p.m., Central Time on April 15, 2016.

The following changes and/or revisions are incorporated into the above referenced RFP Document as noted. All other provisions and requirements as originally set forth remain enforce and are binding.

1. The following questions and requests for clarification were submitted in accordance with the instructions provided, Communications between the City and Respondents. The City's response (**in bold italics**) follows each question or request for clarification in the table below:

CLARIFICATIONS TO QUESTIONS

Question 1:	We are a City Certified MBE and DBE. We are interested in Submitting a bid response. We haven't submitted any bid response in the past. Could you please guide me with instructions or any reference documents on how to submit . I just browsed through the solicitation files.
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	IS the T25669 Sample Contract.pdf file we suppose to use for complete the bid response?
COH Response:	<p><i>The Guide to Doing Business With the City of Houston can be found at the following link: http://purchasing.houstontx.gov/guide.html.</i></p> <p><i>The Instructions for Submission of Proposals for this solicitation is detailed within Part IV – Submission of Proposal, pages 9 - 11 of the RFP.</i></p> <p><i>T25669 Sample Contract.pdf is just a sample of the contract agreement that will be issued to the awarded vendor and is not the file used for bid responses.</i></p>

END OF CLARIFICATION NO. 2

Should you have any additional questions or request further clarification regarding this proposal, please contact Regina Spencer at regina.spencer@houstontx.gov or (832) 393-8707.

Sincerely,

Regina Spencer

Regina Spencer
Sr. Procurement Specialist

/rs

cc: File