



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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March 17, 2016

**Subject: Records Archive Solution for the Municipal Courts
Letter of Clarification No. 2**

Reference: Request for Proposal (RFP) No. S66-T25693

To: All Prospective Proposers

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.

Please see the following questions from vendors and the City's responses, which are in blue:

1. The proposal due date has been extended to April 14, 2016 at 2:00 PM CST.
2. The RFP M/WBE goal has been revised from 0% to 11%. The additional required forms to be submitted with proposal are as follows:

EXHIBIT II – MINORITY/WOMEN BUSINESS ENTERPRISES CONTRACT REQUIREMENTS
EXHIBIT II – ATTACHMENT “A” SCHEDULE OF M/WBE PARTICIPATION
EXHIBIT II – ATTACHMENT “B”: OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT
EXHIBIT II – ATTACHMENT “C”: CERTIFIED M/WBE SUBCONTRACT TERMS
EXHIBIT II – ATTACHMENT “D”: OFFICE OF BUSINESS OPPORTUNITY AND
CONTRACT COMPLIANCE M/WBE UTILIZATION REPORT

3. How many users need to have access to the Document Management software?
ACCESS TO THE MIGRATED CASE AND IMAGE DATA WILL NOT EXCEED 10 USERS.
4. Are all the 450,000 case files in paper form or they in electronic form?
THEY ARE IN ELECTRONIC FORM.

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

5. What is the version number and date of the current Oracle Database? **10.1.0.4**
6. Please confirm that your IT department is not planning to do the conversion of the Oracle Database to the new Database "TBD". **IT IS NOT. THE CREATION OF A NEW DATABASE IS EXPECTED AS PART OF THE PROPOSED SOLUTION.**
7. Please confirm the average number of pages per case file – the number 6.5 pages and 9 pages were mentioned in the meeting. **AWAITING CONFIRMATION / CONSENSUS FROM THE COURT.**
8. Can you provide us with a sample of the docket sheet? **SEE ATTACHED DOCUMENT. THIS IS A SAMPLE OF WHAT IS EXPECTED ON THE DOCKET SHEET REPORT.**
9. Please confirm that in the Scope of Services section 2 item f. that there are no shared images in the files. Meaning that the deletion of one case would not adversely impact the integrity of another case file even if they both contain duplicate copies of the same images. **THE IMAGES ARE SHARED VIA A DATABASE 'ASSOCIATION' TABLE. 'DELETING' A CASE WILL NOT AFFECT THE IMAGE'S ASSOCIATION TO OTHER CASES.**
10. Please confirm that you would be willing to accept the delivery of the docket sheets in item 2 a. – i on a DVD or CD- **YES.**
11. Please confirm the number of users who will need to be able to access the system at the same time. **NUMBER OF USERS WILL NOT EXCEED 10.**
12. Will the City IT Department provide the servers, server operating system software and database software to run the new case storage system? **IF AN INTERNAL SOLUTION IS CHOSEN, THE MUNICIPAL COURT WILL PROVIDE THE SERVERS, SERVER OPERATING SYSTEM AND DATABASE SOFTWARE TO RUN THE NEW CASE SYSTEM. IF A HOSTED SOLUTION IS CHOSEN, THE MUNICIPAL COURT WILL NOT PROVIDE SERVERS, SERVER OPERATING SYSTEM AND DATABASE SOFTWARE TO RUN THE NEW CASE SYSTEM.**
13. Will the City IT Department manage these servers? **IF AN INTERNAL SOLUTION IS CHOSEN, CITY OF HOUSTON HITS WILL MANAGE THE SERVERS.**
14. Will the city be willing to do a demo of the current system for retrieving financial data and for retrieving docket sheets? **THE DOCKET SHEET IS AN AD HOC REPORT CREATED AND ACCESSED THROUGH CRYSTAL REPORTS. IF NECESSARY, A DEMONSTRATION OF THE SYSTEM FOR WHICH THE CASE DATA RESIDES CAN BE ARRANGED.**

Regards,



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