



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

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March 23, 2016

**Subject: Records Archive Solution for the Municipal Courts
Letter of Clarification No. 3**

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. In order to meet the City of Houston's timelines surrounding the RFP, we respectfully request that if awarded, we can contract via the State of Texas DIR Contract in order to eliminate the lengthy time required to negotiate terms. **THE TERMS AND CONDITIONS WILL BE ADDRESSED DURING CONTRACT NEGOTIATIONS ONLY.**
2. I have a question concerning the MBEWBE requirement for the Records Archive Solution for Municipal Court. We are not currently not a registered WBE but we do meet the requirements and are intending to register. I am just unsure that the registration process will complete in time to meet the response deadline. Would we meet the response requirement if the final approval for that process has not completed but has at least begun?
THE M/WBE FIRM MUST BE REGISTERED WITH THE CITY OF HOUSTON AT THE TIME OF THE RFP DUE DATE TO COMPLY WITH THE 11% GOAL.

CITY OF HOUSTON M/WBE DIRECTORY

<https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp>

CITY OF HOUSTON M/WBE ONLINE CERTIFICATION

<https://houston.mwdbe.com/FrontEnd/StartCertification.asp?TN=houston&XID=2520>

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

Regards,

A handwritten signature in black ink, appearing to read "Shannon Pleasant". The signature is fluid and cursive, with the first name being more prominent.

Shannon Pleasant, CTPM
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