



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

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March 29, 2016

**Subject: Records Archive Solution for the Municipal Courts
Letter of Clarification No. 4**

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. My question is whether we our existing HUB certifications at the State and National level can be used to fulfill this requirement. Given the timing of the amended HUB requirement, it will be nearly impossible to meet the requirement without recognition of existing HUB certification at the state and national level.
No, your existing HUB certification would not fulfill the City of Houston M/WBE requirement. You will have to be registered with the City.
2. Under **PART II – SCOPE OF WORK/TECHNICAL SPECIFICATIONS, B. Scope of Services, Professional Services**, add the following:
 3. Migrate and/or convert approximately 1.5 million images currently existing in a .DMS format to a solution that will permit view and print access and association to related court case records.
 4. Images should be accessible when related cases are retrieved through the archive solution.
 5. Proposer will provide a price proposal reflecting the cost of an archive solution for the migration and storage of the case data in addition to the cost for migrating and archiving the images associated to the case records from their current environments.
 6. Proposer will also provide a price proposal reflecting the migration and storage of the case data, inclusive of the storage of associated case records images, but exclusive of the image migration.

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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