



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

**Sylvester Turner**

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November 13, 2017

**SUBJECT:** Letter of Clarification No. 1  
 Case Management Intermediary for Disaster Rapid Rehousing

**REFERENCE:** RFP No.: S33-T26426

**TO:** All Prospective Respondents

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

1. Provide all proposers with a response to the following questions:

ID	RFP Section	
1.	<b>Question</b>	With regard to the 11% MBWE requirement- Why is this percentage lower than the City’s historical minimum standard?
	<b>Response</b>	This is our standard percentage for non-professional services (e.g. engineer, accountant, land surveyor, etc.).
2.	<b>Question</b>	With regard to the following statement, “It is expected that successful Proposer(s) will bring or leverage matching funds to the program being proposed.”
	<b>Response</b>	Is the selected firm expected to provide the match by utilizing their own capital? Matching funds are not required by the grant, but generally the Department expects applicants to bring funds to the program either with their own capital or other funding acquired.
3.	<b>Question</b>	With regard to the following statement, “Selected firm will be responsible for distributing funding, managing funding, managing sub-vendor contracts”
	<b>Response</b>	Which sub-vendor contracts? The sub-vendors that are selected through the awarded agency.
4.	<b>Question</b>	With regard to the following statement, “Provide temporary stabilizing services to individuals and families experiencing lack of housing due to Hurricane Harvey.”
		What would the city consider “stabilizing services”

ID | RFP Section

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- Response** Stabilizing services would be per individual receiving case management services. It is expected that awarded agency has a sense on what stabilizes the client.
5. **Question** How does the MWSBE certification requirement work for non-profits? Since our “vendors” will be nonprofits and, therefore, won’t have owners, how do we handle the answer to the question about outreach to MWSBE certified businesses? Thanks for your advice.
- Response** Non-Profit entity does not qualify for certification under the MWBE program. Any company who serves as a prime are required to submit goal participation or submit documentation of Good Faith Effort made towards the goal.
6. **Question** On Page 9 of the proposal requirements, Exhibit IV is not listed to be included in our proposal but is part of the packet downloaded from the website. Do we include it with section 12 of our proposal?
- Response** Yes, please complete and include with your technical response

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,



Conley Jackson  
Senior Procurement Specialist  
Strategic Purchasing Division  
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**END OF LETTER OF CLARIFICATION 1**