



CITY OF HOUSTON

Housing & Community Development Department

CLARIFICATION 1 SOLICITATION NO. T24041

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Mayor

Neal Rackleff
Director
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601 Sawyer
Houston, Texas 77007

August 30, 2012

SUBJECT: Letter of Clarification No. 1

Housing & Community Development Child Care Program, Juvenile
Delinquency Prevention Program and Emergency Solutions Grants Program (RFP-T24041)

REFERENCE: RFP No.: T24041

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Is the proposal considered as one for all three programs or separate proposals for each of the programs.

Answer: One proposal that will address all three programs.

2. What is the font and paragraph spacing for the proposals

Answer: Any standard font in 12.1 with single spacing.

3. 7.1.2 Notarized Offer of Submittal (Exhibit I): No form was included in the proposal, should the information be documented and labeled Exhibit I by the offeror or is there a specific form?

Answer: Yes, Submittal form is the proposed vendors/or contractors company letter head. Letterhead is to note Exhibit I. There is no specific form provided by HCDD.

4. To whom is the letter of transmittal addressed to by the offeror?

Answer: The letter of transmittal should be addressed to the attention of Derrick McClendon, Sr. Procurement Specialist, 601 Sawyer

5. Is an organizational chart required for each program if the offeror is proposing for all three programs?

Answer: No, one organizational chart from the contractor overseeing the program.

6. Are the following applicable to this proposal?

7.1.6 Proposed Equipment

7.1.9 Signed MWBE Forms

7.1.10 List of References & Proposed Subcontractors (Exhibit I) not included in the proposal

7.1.11 Pricing Form/Fee Schedule (Exhibit III) not included in the proposal

Answer:

7.1.6 Proposed Equipment - (N/A)

7.1.9 Signed MWBE Forms - (N/A)

7.1.10 List of References & Proposed Subcontractors (Exhibit I) not included in the proposal - (N/A)

7.1.11 Pricing Form/Fee Schedule (Exhibit III) not included in the proposal - (Pricing Form/Fee Schedule (Exhibit III) not included in the proposal - (Pricing Form/Fee Schedule are to be placed on contractors company letterhead. Letterhead is to note Exhibit III)

7. Attachments (C and D) - Contractor's Certification of Non Application of City of Houston Drug Detection and Deterrence Procedures for Contractors and No Safety Impact Positions

1) Are the attachments (C and D) noted applicable for offerors of proposals as well?

Answer: 7-(1) Yes

2) If applicable: The number of employees during the 20-week period during a calendar year (fewer than 15) to exempt a contractor from this requirement- Is the number of employees reflective of the total number of employees of agency or only the employees of the agency or only the employees assigned to this contract?

Answer: 7-(2) The City of Houston requires the contractor and their subcontractor provide proof of a Drug Detection and Deterrence Procedure put in place for their employees

8. Other

1) Define "key employees" as stated in the proposal

Answer: 8-(1) Key employees are defined as a Employee that are considered to be key stakeholders in the operation of the company. CEO, CFO, President, Vice President, Executive Staff, etc.

2) What is the difference between 7.1.6 (Proposed Strategy/Operational Plan and 7.1.15 on page 22.

Answer: 8-(2) Proposed Strategy is the plan of action designed to achieve the scope of work described in the RFP and the Operational Plan explains how plan of the RFP will be put into operation

3) Should the administration budget be based on 12 months or 18 months?

Answer: 8-(3) Administration budget should be based on 12 months

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. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a qualifications packet on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their qualifications packet.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Derrick McClendon

Derrick McClendon
Sr. Procurement Specialist
City of Houston, Housing and Community Development Purchasing Division
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