



CITY OF HOUSTON

Housing & Community Development Department

CLARIFICATION 1 SOLICITATION NO. T24050

Annise D. Parker
Mayor

Neal Rackleff
Director
Housing & Community
Development Department
601 Sawyer
Houston, Texas 77007

October 10, 2013

SUBJECT: Letter of Clarification No. 1

Housing & Community Development Public Services –
Homeless Opportunities for Persons with Aids (HOPWA) T24050

REFERENCE: RFP No.: T24050

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

Questions and Answers

1. As this information will become public when we provide a bank statement/credit line etc... will it be accepted with blacked out information?

Answer:

No this cannot be blacked out.

2. Regarding threshold question on page 15, What is the nature of a "serious and unresolved" monitoring/audit finding. Meaning if you are in the middle of an audit right now and there are findings what makes it serious as it is going to be unresolved. Also what is the time frame - last contract period, this year? What is you are contesting a finding and it has not been resolved. As there is an automatic penalty what are the parameters?

Answer:

Any monitoring finding coming from HCDD within the last 12 months will result in a 3 point deduction of points on the RFP. Serious and unresolved monitoring/audit findings will be evaluated case by case.

3. Regarding the budget - If you have a HOPWA facilities - are you applying for supportive services and operating under one budget per facility or all supportive and operating for all the facilities in one combined budget?

Answer:

If an agency has more than one facility they are applying for, then a budget for each facility will be needed.

4. In the supportive documents we have to provide copies of our occupancy permits. Does this apply to the staff location (where our office space is) or does this apply to housing units where clients would live? Also, does this apply only to the offices that are being provided funding or is this agency wide?

Answer:

This applies to all locations that potentially will be funded with grant funds.

5. In the supportive documents section we have to provide licenses. Is this specific to the program that we are asking for funding or is this agency wide? For example, we have nurses at our hospice center, but we are not asking for funding for it. Do we have to provide the licenses of these nurses?

Answer:

Licenses are specific to grant funded positions.

6. Do we have to have page numbers on the application?

Answer:

It is not a requirement in an RFP; however, one should make their application as organized as possible.

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
713-868-8369

Council Members: Stephen C. Costello Andrew C. Burks, Jr. Melissa Noriega C.O. "Brad" Bradford Jack Christie Helena Brown Jerry Davis Ellen
Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez James G. Rodriguez Michael H. Laster Ronald C. Green City
Controller: Ronald Green