

Solicitation Amendment No. 003

To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	October 31, 2019
Project Title:	Project No.:
UPK Consulting Services	RFP 20-07
<p>Description of Solicitation Amendment:</p> <p>The Request for Proposal (Project RFP No. 20-07) is hereby amended as set forth below:</p> <p>Questions and answers have been released (below).</p> <p>Please visit our website at https://www.hccs.edu/about-hcc/procurement/</p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

REQUEST FOR PROPOSAL
PROJECT NO. RFP 20-07
UPK Consulting Services
QUESTIONS AND ANSWERS No. 001

Date: October 31, 2019

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1. What is the estimated budget for this current project; and what is the budget on similar projects previously?

Response: Historically the College has spent between \$15,000.00 and \$40,000.00.

Q2. How many vendors does HCC currently have for the IT Services, IT Consulting and related fields?

Response: Over 100 vendors are utilized for varying technology business needs.

Q3. We understand that the term is 1 year with option to renew for 3 additional 1 year term. What are the chances of it being extended our longer?

Response: The project will need to be re-solicited after the final term.

Q4. It states that the Consultant shall provide materials, tools and equipment; what would these be?

Response: This is standard language for all HCC projects.

Q5. It appears that the Board's recommendation and approval is set for December 2019. How soon after the Board approval does HCC anticipates on awarding the bidder?

Response: Within thirty (30) days if not sooner.

Q6. We have noticed a second amendment/addendum to the proposal. The most recent one being relevant to a two-step evaluation process. Can you elaborate on that further?

Response: Refer to Section 3, page 6 thru 7 of RFP document.

Q7. We did not see any requirements for registering for a Texas State Tax ID Number. Was this a requirement criteria or is it something that goes without saying?

Response: It is not a requirement criteria.

Q8. We have noticed that HCC reserves to right as to how many vendors they may award for this project. Do you have an idea of how many vendors it would be?

Response: Not at this time.

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