



# CITY OF HOUSTON



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

**Sylvester Turner**  
Mayor

Mario C. Diaz  
Director of Aviation

December 1, 2020

**SUBJECT: Letter of Clarification (LOC) No. 1**

**REFERENCE:** Request For Qualifications for Professional Competency Training Services For Houston Airport System (HAS); Solicitation No.:H37-PCTS-2020-014

To: All Prospective Respondents:

This LOC is issued for the following reasons:

- I. To **EXTEND** the Submittal due date from Tuesday, December 8, 2020 @ 2:00 P.M., CST to **Tuesday, December 15, 2020 @ 2:00 P.M., CST.**
- II. **Respond to questions submitted by prospective Respondents.**

## II. Response to Questions

1. **Question:** Will the contractor have 'at least' 6 weeks to tailor content?

**Response:** Upon finalization of course content, class schedules will be determined by the HAS and will be agreed on with each contractor depending on HAS operational needs. The contractor(s) must be available to meet with the designated HAS representative to discuss course customization requirements at least six (6) weeks prior to course implementation.

2. **Question:** Can HAS share its specific training and development goals for its mission, vision, and strategic priorities?

**Response:** To provide training that supports employees in their current role, offer educational opportunities that promote career growth into future jobs and promote development of employees for continued success through learning solutions that align to core competencies.

3. **Question:** What software provider developed the HAS TMS? Can it use an API integration to deliver online training modules and track individual online training?

**Response:** Saba Software, Inc. is the provider of the HAS talent management solutions. No, API integration cannot be used to deliver web-based/online modules.

**Council Members:** Amy Peck Jerry Davis Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn

**Controller:** Chris B. Brown

4. **Question:** Does HAS have a current list of preferred training providers it has used in the past?  
**Response:** HAS does not maintain a list of preferred training providers.
5. **Question:** Is there a current process in place for choosing training providers?  
**Response:** The purpose of this solicitation is to identify successful contractors through submission of Statements of Qualification (SOQ) for Professional Competency Training Services for the Houston Airport System's Human Capital Management Division.
6. **Question:** Will all fees for travel, and development and delivery of courses, be negotiated through the contract?  
**Response:** Yes.
7. **Question:** Can customizing content, but not design, be a reimbursable cost?  
**Response:** The City or HAS does not reimburse cost. Charges for services provided under the Agreement shall be in accordance with the prices/rates shown in the Contract Fees and Costs in the resulting negotiated schedule. No payment for services shall be payable by HAS for any services for which contractor fails to complete all the scheduled work as specified or fails to obtain an approved work schedule before beginning work.
8. **Question:** As a recognized nationally certified WOSB, will HAS extend the requirement to be certified before contract start?  
**Response:** To receive credit towards the M/WBE goal on this solicitation, all firms listed on the participation plan must be certified with the City of Houston's Office of Business at time of bid submission.
9. **Question:** Does HAS have a plan for delivering training sessions while practicing social distance that affects this RFQ?  
**Response:** Yes, social distancing practices have been implemented for classroom delivery. Training format will vary and include the following: Classroom, Blended Learning, Online, and Virtual.

When issued, LOC(s) shall automatically become part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with these LOC(s). LOC(s) will be incorporated into the Contract as applicable. It is the responsibility of the proposer(s) to ensure that it has obtained all such LOC(s). By submitting a proposal on this project, proposer(s) shall be deemed to have received all LOC(s) and to have incorporated them into this solicitation.

If further clarification is needed regarding this solicitation, please contact **André Morrow, C.P.M., CPPB, Sr. Procurement Specialist**, via email at [andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov).

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LPW

DocuSigned by:

Cathy Vander Plaats

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Cathy Vander Plaats  
Procurement Officer  
Houston Airport System