



CITY OF HOUSTON



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

Sylvester Turner
Mayor

Mario C. Diaz
Director of Aviation

May 4, 2023

SUBJECT: Letter of Clarification (LOC) No. 2

REFERENCE: Request For Proposals for Oculus Content Management System (CMS) For Houston Airport System (HAS); Solicitation No.: H37- OCUCMS-2023-014

To: All Prospective Respondents:

This Letter of Clarification (LOC) is issued for the following reason:

- I. **To EXTEND** the Solicitation Due Date from Tuesday, May 9, 2023, at 2:00 P.M., CDT **to Tuesday, May 16, 2023, at 2:00 P.M., CST**
- II. **To Replace RFP Section 17 in its entirety, with the attached Revised Section 17 document.**
- III. **To Replace ATTACHMENT D in its entirety, with the attached ATTACHMENT D (revised 5/4/23).**

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 respondent(s) to ensure that it has obtained all such LOC(s). By submitting a proposal on this project, respondent(s) shall be deemed to have received all LOC(s) and to have incorporated them into their proposal.

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.

DocuSigned by:

Cathy Vander Plaats

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Cathy Vander Plaats
Aviation Procurement Officer
Houston Airport System

cc: Al Oracion, Dallas Evans, Solicitation File

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Mary Nan Huffman Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn

Controller: Chris B. Brown

17.0 PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

17.1 Each Response shall be organized in the following order and tabbed appropriately:

17.1.1 Outside Cover

17.1.1.1 This shall contain the RFP number and title "H37-OCUCMS-2023-014; Oculus Content Management System (CMS)," the name of the Proposer, and the submittal date. Remember to label the original documents as "ORIGINAL" on the outside cover.

17.1.2 Table of Contents

17.1.3 TAB 1 - Transmittal Letter

17.1.3.1 Submit a one (1) page letter transmitting the Proposal to Cathy Vander Plaats, Aviation Procurement Officer, Houston Airport System. The transmittal letter shall state, "This Proposal is valid for 180 days," and that the signer of the document is authorized by the Proposer to sign the document.

17.1.3.2 Letter shall contain the names and roles/responsibilities of all individuals proposed for the Team, and the Proposer must certify that each Key Personnel of the Team was selected based on demonstrated competence and qualifications.

17.1.3.3 The letter must include a statement committing the availability of the key personnel.

17.1.3.4 One copy of the transmittal letter shall contain the original signature of the team lead. NOTE: Acknowledge receipt of all RFP Letter(s) of Clarifications, if any, in this Transmittal Letter.

17.1.4 TAB 2 – Description of Firm

17.1.4.1 Provide a general description of the firm, including systems, services, and staffing offered, number of employees, office locations, and the number of years in business.

17.1.5 TAB 3 – Executive Summary

17.1.5.1 The Executive Summary should provide an overview of the qualifications necessary to accomplish the project, which includes a narrative statement of the Proposer's understanding of the Project and key points in their Proposal. At a minimum, the Executive Summary must contain the following information:

17.1.5.1.1 Complete legal name of the Proposer, the name of the legal entities that comprise the Proposer, and all proposed subcontractors. The Proposer must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, as well as the legal structure of the entity and a listing of major satellite offices. If the Proposer is made up of more than one firm, the legal relationship between these firms must be described.

17.1.5.1.2 Prepare narrative statements that describes the Proposer's understanding of the work involved in performing the Scope of Work that is described in the Functional Specification.

17.1.6 TAB 4 – Response to Company Profile as described in Section 8.5.1.

17.1.7 TAB 5 – Response to Relevant Experience & Demonstrated Ability to Deliver Similar Installations as described in Section 8.5.2.

17.1.8 TAB 6 – Response to Project Plan and Schedule as described in Section 8.5.3.

17.1.9 TAB 7 – Response to Installation, Programming, and Commissioning Approach as described in 8.5.4

17.1.10 TAB 8 – Response to Training, Warranty and Maintenance as described in Section 8.5.5.

17.1.11 TAB 9 – Other City Ordinances, Policies and Executive Orders (Items 11-26).

17.1.12 TAB 10 – Additional Information (if any).

17.1.13 TAB 11 – Response to Proposal Pricing: Attachment B and as described in Section 8.5.6.

17.1.14 TAB 12 – Response to Financial Capabilities as described in Section 11.0.

17.1.15 TAB 13 – Provide all the Forms to be submitted with the Proposal as described in Section 19.0.

ATTACHMENT D (revised 5/4/23)
REQUIRED SUBMITTAL CHECKLIST

Item #	REQUIRED SUBMITTAL	Check (√)
1	Table of Contents	
2	TAB 1 – 1 – Transmittal Letter	
3	TAB 2 – Description of Firm	
4	TAB 3 – Executive Summary	
5	TAB 4 – Company Profile	
6	TAB 5 – Relevant Experience & Demonstrated Ability to Deliver Similar Installations	
7	TAB 6 – Project Plan and Schedule	
8	TAB 7 – Installation, Programming, and Commissioning Approach	
9	TAB 8 – Training, Warranty and Maintenance	
10	TAB 9 – Other City Ordinances, Policies and Executive Orders (Items 11-26)	
11	PART VI – City Required Documents (EXHIBITS A – F, H, and Q -U), and ATTACHMENT A	
12	Exhibit A – 00455 Ownership Information Form	
13	Exhibit B – 00457 Conflict of Interest Questionnaire	
14	Exhibit C – 00460 Pay or Play Acknowledgement Form	
15	Exhibit D – 00480 Reference Verification Form	
16	Exhibit E – 00481 Anti-Collusion Statement	
17	Exhibit F – Attachment “A”: Schedule of M/WBE Participation	
18	Exhibit F – Attachment “B”: M/WBE Letter Of Intent	
19	Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms	
20	Exhibit F – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report	
21	Exhibit H – 00600 List of Proposed Subs	
22	Exhibit Q – Contact Directory Form	
23	Exhibit R – Statement Of Residency	
24	Exhibit S – Offer And Submittal	
25	Exhibit T – Contract and Contract Exception Chart	
26	Exhibit U – Declaration of Hire Houston First Designation	
27	ATTACHMENT C – Sample Contract	
28	TAB 10 – Additional Information (If any)	
29	TAB 11 – ATTACHMENT B - Required Pricing Response Form and as described in Section 8.5.6	
30	TAB 12 – Financials (To be submitted in separate sealed envelope)	
31	TAB 13 – ATTACHMENT D - Required Submittal Checklist	