

QUESTIONS AND ANSWERS

RFP for Information Technology Audit

Project # 13-13

January 7, 2013

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 – The following questions were received in Procurement Operations within the time period specified in the solicitation document Request for Proposals (RFP) for an Information Technology Audit (Project # 13-13).

Question # 1:

Can you please more fully explain the scope of the review, which would include which colleges or divisions that are covered, or is it only for the central administration computing division?

HCC Answer:

The audit should be for central IT. The main PS site is 3100 Main.

Question # 2:

Reference Page 9, Section 9. If we have the resources within our firm to perform the full copy of services, are we required to subcontract work in order to meet the SBDP goal? If we do not propose the use of subcontractor's would this negatively impact our overall evaluation?

HCC Answer:

No, it is not required, but would be preferred. Since the small business goal is "Best Effort" it will not negatively impact your overall evaluation.

Question # 3:

Reference Page 9, Section 9a. This refers to "small, underutilized and disadvantaged businesses." Sections 9b, 9c, and 9d refer specifically to Small Business participation. Please confirm that the "Small Business" designation includes Minority Business Enterprises (MBEs), Women-owned Business Enterprises (WBEs), and Historically Underutilized Businesses (HUBs) and that subcontracting work to a business with any of these designations would meet the SBDP goals.

HCC Answer:

The "Small Business" designation includes the following: Minority Business Enterprises (MBEs); Women-owned Business Enterprises (WBEs); Historically Underutilized Businesses (HUBs); Disadvantaged Business Enterprises (DBEs); and Small Businesses (SB) and subcontracting with any of these would meet the SBDP goals.

Question # 4:

Reference Page 9, Section 9d. This refers to "SBDP eligible firms". Does HCC have a list of eligible firms available to share with prospective proposers? If not, are "Small Businesses" required to be registered with a state of federal agency in order to be considered an SBDP eligible firm?

HCC Answer:

No, HCC does not have a list available to share with prospective proposers. We generally accept the registrations from the City of Houston, Port of Houston and Metropolitan Transit Authority.

Question # 5:

Reference Page 9, Section 9. Is the SBDP limited to Texas-based businesses only or would it be permissible to propose a small or disadvantaged business that is located in another state?

HCC Answer:

No, the SBDP is not limited to Texas-based businesses only.

Question # 6:

Reference Page 23, Section 2.1. There are two phrases in this requirement which may or may not have been intended. Please clarify and/or confirm the need for these two phrases:

- Electronic citation systems; and
- Annual sales volume (\$)

HCC Answer:

The phrase “Electronic Citation System” should not have been included, however it should state “an audit of the Information Technology General Controls”. The “annual sales volume (\$)” was intended to be included.

Question # 7:

Reference Page 23, Section 2.2 and Page 24, Section 3.2.iv. The first cited requirement appears to call for contact information for all of a bidder’s customers over the past three years; the second cited requirement does not ask for any contact information. Given bidder’s desire to respect the privacy of clients and limit the number of contacts they receive, would it be acceptable to provide contact information only for the three or more named references per Requirement 2.1?

HCC Answer:

No, the information must be provided as stated in the Request for Proposal (RFP).