

PART 1 - REQUEST FOR QUALIFICATIONS (RFQ)
SOLICITATION TITLE : Information Technology Consulting Services for the Houston Airport System (HAS)
SOLICITATION NO. :DOC1273925612

Date Issued:	September 20, 2024
Pre-Submission Conference:	September 26, 2024 @ 10:00 AM (CT) Microsoft Teams Meeting Join on your computer or mobile app Join the meeting now Meeting ID: 266 183 541 598 Passcode: 585T8r Or call in (audio only) Conference Number: 1-936-755-1521 Conference ID: 427400784# (Please mute your phone for the duration of the call)
Pre-Submission Questions Deadline:	October 3, 2024@ 12:00 PM (CT)
Solicitation Due Date:	October 31, 2024@ 4:00 PM(CT)
Solicitation Contact Person:	Tia Jordan Tia.jordan@houstontx.gov 832-393-9153

Project Summary: The Houston Airport System (HAS) seeks qualified consultants to provide Information Technology (IT) professional services to assist HAS in accomplishing current and future technology initiatives. This is for one or more contracts with terms of three (3) years with two (2) one-year renewal options.

NIGP Code: 918-71, 918-90, 541-611, 541-690

MWBE Goal: 26%

Important Notice About the City’s Early Payment Discount Program: The City’s standard payment term is to pay 30 days after the receipt of invoice or receipt of goods or services, whichever is later, according to the requirements of the Texas Prompt Payment Act (Tx. Gov’t Code, Ch. 2251). However, the City may pay in less than 30 days, at its option, in return for an early payment discount from the vendor.

PART 2 – GENERAL INFORMATION

1.0 General Information

The City of Houston (“City”) is currently seeking submissions from qualified firms (“Respondents”) to provide information technology professional services for the Houston Airport System (“HAS”) as further described below (“Project”).

The City intends to enter into one or more contracts for information technology consulting Services with the qualified Respondent(s) to assist the City with the aforementioned initiative.

2.0 City of Houston Background

The City is the fourth largest City in the United States and is composed of 23 departments with multiple physical locations throughout the geographical boundaries of the City. The City has approximately 23,000 employees with approximately 500 employees involved in the procurement and/or contracting process. Contracts where the City must pay in excess of \$50,000 are routed to City Council for approval. The annual volume of contracts and purchase orders issued by the City in the last five years has ranged from 19,000 to 23,000.

The Houston Airport System (“HAS”) operates the City of Houston's three major airports: George Bush Intercontinental Airport/Houston (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD). Management of the airport system includes coordination with the FAA, air carriers, and other federal and state agencies to maintain the highest standards of service and safety for airport patrons. Communication serves a vital role in efficiently operating HAS. First-class communications capability is essential for safety and uninterrupted airport operations.

3.0 Texas Public Information Act

All information submitted to the City is subject to the provisions of the Texas Public Information Act (TPIA), located in Chapter 552 of the Texas Government Code. Respondents may mark any information submitted, including their financial information, as confidential, trade secret, proprietary, or any other designation of choice. The City will notify any respondent should their information be requested under the TPIA and respondents will have an opportunity to assert their own arguments to the Texas Attorney General as to why their information should be excepted from public disclosure.

4.0 Solicitation Schedule

Listed below are the important dates for this Request for Qualifications (RFQ).

EVENT	DATE
RFQ Issuance	(09/20/2024)
Pre-Submission Conference	(09/26/2024)
Deadline for Questions	(10/03/2024)
Solicitation Due Date	(10/31/2024)
Notification of Intent to Award (estimated)	(12/09/2024)
Council Agenda Date (estimated)	(01/08/2025)
Contract Start Date (estimated)	(03/17/2025)

PART 3 – SCOPE OF WORK

1.0 PURPOSE

The City is seeking submissions from qualified information technology (IT) consultants to provide comprehensive IT consulting services to support and enhance HAS's technological infrastructure and capabilities. The selected consultant will work closely with HAS's IT department and other stakeholders to assess, recommend, and implement IT solutions that align with our strategic goals and operational needs, specifically in the following areas:

- A. Technology planning and studies
- B. Application development, hosting, and cloud service
- C. Design services and construction administration
- D. Program/project management
- E. Information technology security services
- F. Artificial intelligence, including generative AI and augmented reality

2.0 BACKGROUND

HAS is seeking an agreement with one or more information technology consulting firm(s) to provide on-call technology designs, planning, concept/studies, application development, application hosting services, project management support, business analysis with support services. The successful Respondent(s) shall contribute professional IT consulting services to assist with the continued efforts of the HAS Information Technology Division.

3.0 SCOPE OF WORK

The Consultant shall provide information technology consulting services to include but not limited to:

- 3.1 HAS seeks the services of one or more information technology professional services firm(s) to assist HAS in accomplishing current and future technology initiatives, specifically in the following areas:
 - 3.1.1 Technology planning and studies
 - 3.1.2 Application development, hosting, and cloud Service
 - 3.1.3 Design services and construction administration
 - 3.1.4 Program/project management
 - 3.1.5 Information technology security services
 - 3.1.6 Artificial intelligence including generative AI and augmented reality
- 3.2 The Contractor(s) shall provide services as an extension of the HAS Information Technology Division staff and shall provide recommendations, management, controls, administration, and technical services, including design and development/integration as needed, to successfully implement HAS Technology initiatives.
- 3.3 The Contractor(s) shall coordinate and serve as an advisor for the HAS Information Technology Division planning process to establish, review, and regularly update/reassess current technology specifications, as well as recommendations to HAS's latest Strategic Information Plan (SIP).
- 3.4 The Contractor(s) shall provide regular status reporting, participate in scheduled coordination meetings, and ad-hoc meetings, as directed by the HAS Information Technology Division for

any initiatives assigned.

- 3.5 The Contractor(s) shall function as HAS's "principal/lead" IT consultant, responsible for collaborating and assisting IT management in the overall coordination and final completion of IT projected projects, from a resource provider perspective, for any information technology initiatives assigned consistent with the goals and vision of the Strategic Information Plan (SIP) and the project priorities established by HAS Information Technology Division.
- 3.6 The Contractor(s) shall also be responsible for:
 - 3.6.1 Providing consultant services in the area(s) of technology planning & studies, application development and hosting services (including cloud-based solutions).
 - 3.6.2 Technology design services.
 - 3.6.3 Program and project management services in support of the Technology Program Management Office (PMO).
 - 3.6.4 Information Technology Security consulting and support services.
 - 3.6.5 These services will be in support of information technology program objectives that allows for the timely completion of specifically assigned application and technology design, development, and integration projects; assisting HAS's Information Technology Division staff in the day-to-day planning, development, administration, and maintenance support of the HAS applications portfolio; and conducting various studies and capturing business processes, & defining general requirements for application development, implementation or migration efforts. This also applies to system administration support as directed by HAS Information Technology Division
- 3.7 The Contractors' services will be provided in accordance with agreed upon processes and procedures under the general direction of the HAS Information Technology Division and HAS's Chief Technology Officer (CTO).
- 3.8 The Contractor(s) SHALL NOT be a direct developer of systems and/or services that it owns outright or a financial interest in that Contractor(s) could potentially resell those systems and/or services to the Houston Airports or any other City of Houston department.

4.0 Technology Planning & Studies

- 4.1 Over the next five years, technology initiatives will be incorporated and driven by HAS' multi-year \$2.8B Capital Improvement Plan (CIP) which will continue to upgrade and expand facilities and infrastructure at the City's three major airports. During this period, the HAS Information Technology Division will meet to assess and review technology project priorities. At any time during the CIP Program, the Contractor(s) may be asked to advise HAS's Information Technology Division in updating the SIP to provide CIP assessments regarding future initiatives.
- 4.2 The Contractor(s) services shall include, but not be limited to:
 - 4.2.1 The Contractor(s) shall assist with research and evaluation of technology trends and products.
 - 4.2.2 The Contractor(s) shall forecast the impact of proposed new technologies on existing platforms and systems.

- 4.2.3 The Contractor(s) shall identify potential system(s) integration, field services/mobility opportunities, and or phasing concerns.
- 4.2.4 The Contractor(s) shall perform studies to gather data needed to further assess viability of a technology product, system, or service or general user needs analysis.
- 4.2.5 The Contractor(s) shall prepare preliminary (general) scope of work, budgetary estimates, and scheduling for planning purposes.
- 4.2.6 The Contractor(s) shall explore alternative means of project design and delivery (i.e., development procurement & modification of commercially available software.)
- 4.2.7 The Contractor(s) shall assist with the selection of a vendor and or consultant to assist in the development or installation of the proposed computer software.
- 4.2.8 The Contractor(s) shall assist the HAS Information Technology Division with assessment of current and/or inherited systems.

5.0 Application Development

- 5.1 The Contractor(s) shall provide, as requested, specifications, design, and/or technical services for applications development, administration, maintenance, and support services, including end-user training, as defined and approved for priority sequencing.
- 5.2 Where applications systems are not maintained by third-party consultants or under separate support agreements, the Contractor may be asked to assume full responsibilities for applications administration, maintenance, and support, including programming support in those cases where HAS owns or maintains the source code. Where applications are maintained by third-party consultants or under separate support agreements, the Contractor may be asked to serve as systems administrator (unless it is agreed the user assumes this function) and technical IT liaison for the coordination of services and support with the third-party provider.
- 5.3 The Contractor(s) services shall include, but not be limited to:
 - 5.3.1 Perform feasibility, detailed requirements definition, impact analysis, integration planning, Request for Proposal (RFP)/Request for Quote (RFQ) development; detail/technical design; data conversion/migration efforts; acceptance testing; business process re-engineering; procedures development; and/or end user training for technology and applications related projects.
 - 5.3.2 Provide source code, protocols, and/or application programming interfaces as needed.
 - 5.3.3 Demonstrate experience working with Amazon Web Services (AWS) network, security, and data architecture. AWS data lake, data warehouse, data visualization tools such as PowerBi, Redshift, Lambda, Python, SQL, Glue and others.
 - 5.3.4 Limited hosted or Software as a Service (SaaS) services and software license procurement (not to exceed \$75k).
 - 5.3.5 Provide, as requested, business analyst, technical analyst, and programming resources.

- 5.3.6 Provide technical and end-user training, including manuals/documentation for both.
- 5.3.7 Perform, as requested, system administration, maintenance, and support services including monitoring application service levels and performance from both a business and technical perspective; user administration and security maintenance; ad hoc reporting assistance; program modifications; version control; additional end-user training support; problem resolution and replacement planning.

6.0 Design Services and Construction Administration

- 6.1 As requested by HAS' Chief Technology Officer (CTO), the Contractor(s) shall provide direct design services or oversight of design services by others through subcontract agreement.
- 6.2 The Contractor(s) services shall include, but not be limited to:
 - 6.2.1 Design coordination with HAS stakeholders and other design disciplines.
 - 6.2.2 Coordination and review to ensure adherence to HAS design standards.
 - 6.2.3 Development and production of required review, bidding and construction documents are as follows:
 - 6.2.3.1 Detailed 35%, 65%, 95% and 100% drawing including Division 00/01 and recommended updates to Division 27/28.
 - 6.2.3.2 Review sets in AutoCAD, Revit, or owner directed format.
 - 6.2.3.3 Review Geographic Information Systems as required.
 - 6.2.3.4 Product and technical specifications Acceptance testing criteria.
 - 6.2.3.5 RFP/RFQ development.
 - 6.2.3.6 Bid support and analysis/evaluation.
 - 6.2.3.7 Construction cost estimates.
 - 6.2.3.8 Construction Administration services, including Traffic Management Plans as required.
 - 6.2.3.9 Review of applicable regulations and/or ordinances.
 - 6.2.3.10 Development of maintenance and operating cost projections/forecasts
 - 6.2.3.11 Construction Administration services.
 - 6.2.3.12 Coordinate and perform the processes of Tenant Improvement Project (TIP) and permitting processes.

7.0 Program/Project Management

- 7.1 The Contractor(s) shall provide support to the HAS Technology Project Management Office (PMO) by

assisting in the overall coordination and timely completion of assigned IT project initiatives, consistent with the goals and vision of the Strategic Information Plan (SIP) and the project priorities established by the HAS Information Technology Division and the HAS Chief Technology Officer (CTO).

- 7.2 As directed, the Contractor(s) shall provide program and project management services for technology initiatives that may span multiple projects in the various technology functional program areas and support of programs which support airport operations, passenger services, and technology service footprints within the confounds of the Houston airports.
- 7.3 The Contractor(s) services shall include, but not be limited to:
- 7.3.1 Providing planning, scheduling, and risk management services for all assigned technology projects. This includes providing, updating, and or managing all project inputs such as requirement documentation, mapping functional and business requirements, operational workflows, and transition to operations documentation.
 - 7.3.2 Develop and coordinate design guidelines and standards as required to be used by individual system design consultants and engineers for use in the design of all the associated technology projects.
 - 7.3.3 Adhere to the use of HAS's Information Technology Division established status reporting procedures and provide timely updates to the HAS Information Technology Division and the HAS CTO.
 - 7.3.4 Provide, as requested, IT Installation/Implementation PMO Services (Infrastructure and/or Applications) and Construction Administration (CA) services for technology components for new construction and renovation projects.
 - 7.3.5 Provide general quality assurance/quality control (QA/QC).
 - 7.3.6 Provide other PMO services as requested by the HAS CTO or the HAS IT PMO Director.
 - 7.3.7 Where applicable, provided resources should hold and maintain industry certifications at no additional cost to the airport.

8.0 Information Technology Security Services

- 8.1 The Contractor(s) shall provide, as requested, specifications, design, and/or technical services for applications development administration, maintenance, and support services, including end-user training, as defined and approved by the HAS Information Security Officer. Contractor(s) should be able to provide resources that are capable of the following:
 - 8.1.1 Data loss prevention
 - 8.1.2 Data At Rest encryption
 - 8.1.3 Laptop encryption
 - 8.1.4 Proxy and web filtering
 - 8.1.5 Forensic technology
 - 8.1.6 Where applicable, provided resources should hold and maintain industry certifications.

9.0 Artificial Intelligence (AI) including Generative AI and Augmented Reality

- 9.1 AI and Generative AI Services: Provide specifications, design, and technical services for developing AI models, including data collection, model training, validation, and testing procedures.
- 9.2 Augmented Reality Services: Design and support AR applications, ensuring integration with existing systems and user-friendly interfaces.
- 9.3 Machine Learning and Large Language Model (LLM): Develop and support advanced machine learning models and large language models tailored to specific business needs.
- 9.4 AI Infrastructure: Offer robust infrastructure solutions to support scalable AI deployments.
- 9.5 Data Management and Security: Implement data management plans, including data security measures, access controls, and data anonymization practices, adhering to required data privacy regulations.

10.0 Recruitment Services

- 10.1 Recruitment and Direct Hire – The Contractor(s) will provide recruitment services upon request by the City. The Contractor(s) shall provide qualified candidates to the City for direct hire. The Contractor(s) shall perform recruitment services and related screenings to vet the qualifications and aptitude of candidates for career placement. The Contractor(s) may be required by the City to have candidates apply for the open position formally using the City's online job portal in order to work in conjunction with the Human Resources Department. In such an event, the Contractor(s) shall direct the Contractor's direct hire candidate to apply using City's online job portal. Furthermore, the Contractor(s) and all candidates must follow the policies and rules set forth by the City, or as required by law, under the recruitment services, including without limitation, any and all City of Houston Human Resources processes, rules, and policies. The Contractor(s) shall provide in its submission its fee structure and recruitment strategies and processes.

11.0 Contract-to-Hire Services and Other Related Services

- 11.1 The Contractor(s) will provide a scalable and long-term support solution that will allow to attract to the City's job postings IT professionals who are qualified and fit within conversion pay grades for the HAS Information Technology Division.
- 11.2 The Contractor(s) will describe in its submission the process of hire by the City of any of its employees engaged under Managed Services. Furthermore, upon request by the Director, the Contractor(s) will identify IT professionals who are qualified for the position further described in a statement of work or LOA and recruit them for that position for a period of time specified by the Director as a contract-to-hire. The City will provide the Contractor(s) with a description of the duties and expertise required for each position.
- 11.3 The Contractor(s) shall provide only qualified personnel with experience to perform the assigned tasks. The Contractor(s) is responsible for ensuring that certified trained personnel shall be made available to the City to meet the service requirements specified in the corresponding statement of work or LOA.
- 11.4 The Contractor(s) may change personnel only with equally certified personnel. The Contractor(s) shall furnish documentation that includes the Contractor's Personnel qualifications and certifications. The Director shall have the authority to instruct the Contractor(s) to remove

unsatisfactory personnel from performing work for the City. The Director's decision shall be final in all cases.

4.0 SPECIAL PROVISIONS

- 4.1 The Contractor(s) shall comply with all applicable local, state, and federal rules governing security at the airport, as may be amended from time to time. This includes HAS OI 5-02 "Operational Instructions: ID Badging" and HAS OI 5-03 "Operational Instructions: Tenant Violations - Offenses, Charging Instrument, Due Process Provisions" as currently adopted and published on www.fly2houston.com
- 4.2 All Contractor(s) personnel, including subcontractors, who perform services under this Agreement, are required to undergo a fingerprint-based criminal background check. Fingerprints shall be collected at the Airport Badging Office and submitted electronically for investigation. Each airport shall designate who shall approve all badge requests for the Contractor's personnel. Additional training may be required by the Contractor's PM for this purpose.
- 4.3 The Contractor(s) shall obtain HAS security badges for all personnel performing services on-site, including subcontractor's personnel. On-site personnel shall always wear identification badges while on airport property. The cost of badges, which are subject to change, is currently \$55.00 each at IAH/HOU. Annual badge renewals are \$16.00 each at all Airports. The cost for the fingerprint-based criminal history records check is reflected in the cost of the badges. The Contractor(s) is responsible for the cost of badges, including replacements. Vendor personnel losing badges shall be charged for replacement badges at the current rate.
- 4.4 The Contractor(s) shall reimburse HAS for all fines or penalties assessed as a result of non-compliance with security regulations.

5.0 MEETING

The Contractor(s) must participate in meetings, general discussions, and consultations with HAS on an as needed basis.

6.0 ATTACHMENTS

PART 4 – EVALUATION AND SELECTION PROCESS

1.0 EVALUATION COMMITTEE

An evaluation committee shall evaluate respondents' submissions in accordance with the evaluation criteria listed in Section 5.0 below. Upon completion of the evaluation, the committee may develop a short list of Respondent(s) meeting the technical competence requirements. Shortlisted Respondents will be evaluated to determine whether each is responsible, as defined below. The shortlisted Respondent(s) may be scheduled for a structured oral presentation, demonstration, and interview. Following these City-to-respondent(s) meetings, the evaluation committee will summarize their findings and recalculate their scores, if needed. However, the evaluation committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all Respondent(s). The oral presentations, demonstrations and/or interviews may be recorded and/or videotaped.

2.0 INTERVIEWS/ORAL PRESENTATIONS/DEMONSTRATIONS

The City reserves the right to request that Respondent(s) provide a final presentation handout of its Submission at their scheduled meeting. No Respondent may attend presentations of any other Respondent. If necessary, Respondents may be scheduled for more than one presentation, demonstration, or interview.

3.0 SELECTION PROCESS

The City intends to select a submission(s) that best meets the needs of the City and that provides the best overall value. The City reserves the right to check references on any projects performed by Respondents, whether provided by respondents or known by the City. Upon review of all information provided by respondents, the evaluation committee will make a recommendation for selection to City officials. Upon approval of the selected respondent(s), the City will enter into negotiations with the selected Respondent(s). Pending successful contract negotiations with the selected Respondent(s), a contract(s) shall be executed by the appropriate City officials.

4.0 BEST AND FINAL OFFER (“BAFO”)

The City reserves the right to request a BAFO(s) from one or more finalist.

5.0 EVALUATION CRITERIA

5.1 RESPONSIVE (PASS/FAIL)

A Respondent that responds to all material requirements of any solicitation will be deemed responsive. The submission shall be responsive to all material requirements that will enable the evaluation committee to evaluate it in accordance with the evaluation criteria and make a recommendation to City officials.

5.2 RESPONSIBLE (PASS/FAIL)

A business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract will be deemed responsible. This assessment will include a review of all references on any projects performed by a business entity or individual, whether provided by the business entity or individual or known by the City.

5.3 FINANCIAL STABILITY (PASS/FAIL)

If Respondent is an entity that is required to prepare audited financial statements, respondent shall submit an annual report that includes:

5.3.1 Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet.

5.3.2 If applicable, last two years of consolidated statements for any holding companies or affiliates;

5.3.3 An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and

5.3.4 A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this contract.

If Respondent is a privately-owned entity or sole proprietorship for which audited financial statements are not required, respondent shall submit an annual report that includes:

5.3.5 Last two years of un-audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;

5.3.6 An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and

5.3.7 A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this contract;

OR

5.3.8 Other financial information sufficient for the City, in its sole judgement, to determine if Respondent is financially solvent or adequately capitalized.

5.4 M/WBE PARTICIPATION (PASS/FAIL)

Quality of proposed M/WBE participation aligned with the project scope.

5.5 TECHNICAL COMPETENCE REQUIREMENTS (100 POINTS)

5.5.1. The experience of the organization(s) and management/technical staff in carrying out similar work (as listed in scope of services, in an airport environment, including prior working relationships with any proposed subcontractors **(40 Points)**).

5.5.2. Past record of performance on similar projects, including work quality, meeting deadlines and budgetary goals, and M/WBE goal achievement, verifiable through references. Recommended to focus on following areas: **(40 Points)**

5.5.2.1. Technology Planning & Studies

5.5.2.2. Application Development, Hosting & Cloud Services

5.5.2.3. Design Services and Construction Administration

5.5.2.4. Program/Project Management

5.5.2.5. Information Technology Security Services

5.5.2.6. Artificial Intelligence including Generative AI and Augmented Reality

- 5.5.3. Familiarity of the general airport environment and applicable Federal, State, and Local codes required for this project and of the specific Houston airport and City of Houston environment. **(20 Points)**
- 5.5.4. A consultant may be selected from the qualification statements, or if deemed necessary, selected teams will be invited to make formal presentations. The format and date of the presentation will be established at the time of short-listing, if undertaken.

5.6 LOCAL PREFERENCE POINTS

To be eligible for the preference, a company must be designated as a City Business (CB) or Local Business (LB) under the Hire Houston First Program prior to submittal of the response to the RFQ. Respondent must provide Declaration of Hire Houston First Designation with submission. At the conclusion of scoring submissions, Hire Houston First preference points shall be distributed in such a way that grants the highest number of points to a City Business (CB) and the next highest number of points to a Local Business (LB). Note: At the conclusion of scoring submissions, preference points shall be distributed in the following manner:

- 5 Points: For Respondent firm designated as a Hire Houston First “City Business” (CB);
- 3 Points: For Respondent firm designated as a Hire Houston First “Local Business” (LB);
- 0 Points: For Respondent firm not designated as either a “City Business” (CB) or a “Local Business” (LB).

6.0 EVALUATION MATRIX

Evaluation Criteria	Max Points
5.1 Responsive	Pass/Fail
5.2 Responsible	Pass/Fail
5.3 Financial Stability	Pass/Fail
5.4 M/WBE Participation	Pass/Fail
5.5 Technical Competence Requirements	100
5.6 Local Preference Points	3
TOTAL AVAILABLE POINTS	103 POINTS

7.0 ADDITIONAL RELATED SERVICES

In submitting its submission, Respondent(s) shall indicate a willingness to negotiate future potential additional services deemed appropriate for the scope of work, as provided herein, or deemed necessary and/or desirable by the City.

8.0 INTERLOCAL AGREEMENT

Under the same terms and conditions, the resulting contract may be expanded to other government entities through inter-local agreements between the City and the respective government entity that encompasses all or part of the products/services provided under this contract. Separate contracts will be drawn to reflect the needs of each participating entity.

PART 5 – INSTRUCTIONS AND SUBMISSION REQUIREMENTS

1.0 INSTRUCTIONS FOR SUBMISSION

All documentation shall be submitted in accordance with the specifications below.

1.1 M/WBE and Financial Stability documents. In the appropriate section within the Submission Requirements attach the M/WBE documents and Financial Stability documents. No printed copies are required to be submitted within the submission.

The City shall bear no responsibility for submitting responses on behalf of any respondent. Respondent(s) may submit their submissions any time prior to the stated deadline.

1.2 Time for Submission. Submissions shall be submitted no later than the date and time indicated for submission in this RFQ. Late submittals will not be considered.

1.3 Format. Material shall be organized following the order of the submission requirements outlined in Section 2.0.

1.4 Complete Submission. Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete submissions may lead to a respondent being deemed non-responsive. Non-responsive submissions will not be considered.

1.5 Respondent's Responsible for Timely Submission. Respondent remains responsible for ensuring that its submission is received by the time and date specified. The City assumes no responsibility for any submission not received, regardless of whether the delay is caused by some other act or circumstance.

2.0 SUBMISSION REQUIREMENTS

This section details the requirements for submitting all required information to the City. Adherence to these submission requirements will provide a degree of uniformity in submissions. Therefore, please tab sections accordingly and follow the format below. All documents must be organized as follows.

Tab 1 - Cover Letter: The cover letter shall be signed by the respondent's authorized representative. The letter should indicate the respondent's commitment to provide the services proposed.

Tab 2 - Executive Summary: The executive summary should include a brief overview of the proposed plan to achieve the City's objective, the overall strategy for implementing the plan, and the key personnel who will be responsible for seeing the project through completion.

Tab 3 - General Company Information: Provide the name of respondent's company (including the name of any parent company), business address, e-mail address, Federal Tax ID number, and telephone number.

Tab 4 - Qualifications and specialized experience of the firm: Respondent's statement to requirements as described in 5.0 Evaluation Criteria, 5.3 Technical Competence, 5.3.1, including:

- Respondents shall have at a minimum, ten (10) years of experience providing information technology planning and project management services to airports and public sector/local

government organizations. Respondents shall have a thorough and comprehensive understanding of airport operations and business functions and their associated applications and technologies.

- **Corporate Qualifications** – Name of prime firm and brief profile. Provide specific discussion of previous experience prime has had on similar projects in the airport environment within the last five (5) years.

Tab 5 - Quality and specialized experience of the respondent's key personnel: Respondent's statement to requirements as described in 5.0 Evaluation Criteria, 5.3 Technical Competence, 5.3.2, including:

- Provide resumes of all key personnel (prime and sub-consultants). Resumes shall not exceed two pages each.
- The list must include the person's position or title and brief narrative of responsibilities and years of experience in airport IT consulting. Include an organization chart.
- Provide personnel resources for the performance of the Contract, or the ability to obtain resources.

Tab 6 – Letter Confirmations

- **Transmittal Letter** – include a statement indicating your understanding of the MWBE goal and your anticipated achievement of that goal.

Tab 7 - General Approach

- Provide a discussion of your understanding and general approach to performing the Scope of Services which demonstrates your understanding of the technical, business, and industry issues faced by HAS and similar organizations. This discussion shall not exceed three (3) pages

Tab 7 - Exceptions to Sample Contract: Provide any exceptions to the Sample contract and include the rationale for taking the exception. If alternate language is proposed, include the proposed language for consideration, along with the corresponding Article Nos. within the RFQ.

Tab 8 - Legal Actions: Provide a list of any pending litigation and include a brief description of the reason for legal action.

Tab 9 - Conflict of Interest: Provide information regarding any real or potential conflict of interest(s). Failure to disclose any potential conflict of interest at the outset may be cause for rejection of the submission.

Tab 10 - Forms and Certifications: Complete and return all forms and certifications provided in PART 9 – REQUIRED FORMS TO BE SUBMITTED.

Tab 11 - M/WBE and Financial Stability documents: Complete and return the M/WBE documents and Financial Stability documents.

Part 6– EXCEPTIONS TO TERMS AND CONDITIONS

All exceptions to the Sample Contract shall be submitted in a clearly identified separate section of the submission in which the respondent clearly cites the specific paragraphs within the Sample Contract where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically approved by the Chief Procurement Officer or designee, City Attorney, Director(s) or designee in a written statement. The Respondent's preprinted or standard terms will not be considered by the City as a part of any resulting contract. Please review and include any exceptions to the terms and conditions contained in the Sample Contract (Attachment (insert)).

OR

Please review and include any exceptions to the terms and conditions on the Sample Contract. Please note that the Sample Contract will be incorporated into this solicitation by the issuance of a Letter of Clarification at a later date.

Part 7 – SPECIAL CONDITIONS

1.0 NO CONTACT PERIOD

Neither Respondent(s) nor any person acting on respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation.

With the exception of Respondent's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any respondent from the time of issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award. However, nothing in this paragraph shall prevent a Respondent from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

2.0 MINORITY AND WOMAN BUSINESS ENTERPRISES ("MWBE")

It is the City of Houston's policy to ensure that Minority and Women Business Enterprises (MWBE) have full opportunity to compete for and participate in City Contracts. Contractor shall comply with the City's MWBE Program as set forth in Chapter 15, Article V of the City of Houston Code of Ordinances, as well as the Policies and Procedures of the Office of Business Opportunity (OBO) found on OBO's website at <https://www.houstontx.gov/obo/policies-procedures.html>. Contractor shall make good faith efforts to award subcontracts and supply agreements in at least (enter text)% of the value of the Agreement to certified MWBEs. If the Contractor is a certified MBE or WBE, Contractor may count its self-performance to meet a portion of the overall goal. Contractor acknowledges that they have reviewed the requirements for good faith efforts on file with the OBO, available at <https://www.houstontx.gov/obo/docsandforms/goodfaithefforts.pdf>, and will comply with the set forth requirements.

Contractor shall maintain records of subcontracts and supply agreements with certified MWBEs, containing language required herein. In addition, Contractor shall submit all disputes that may arise with MWBE subcontractors/supplies to mediation provided by OBO if other attempts do not result in a resolution.

3.0 PROTESTS

Protests shall be filed in accordance with the City of Houston Administrative Policy No. 5-12 <http://www.houstontx.gov/adminpolicies/5-12.pdf>.

4.0 CANCELLATION

The City has sole discretion and reserves the right to cancel this RFQ or to reject any or all submissions received prior to contract award.

5.0 EXECUTIVE ORDER 1-56 ZERO TOLERANCE FOR HUMAN TRAFFICKING IN CITY SERVICE CONTRACTS AND PURCHASING

The City has a zero tolerance for human trafficking and, per Executive Order 1-56, City funds shall not be used to promote human trafficking. City vendors are expected to comply with this Executive Order and notify the City's Chief Procurement Officer of any information regarding possible violation by the vendor or its subcontractors providing services or goods to the City. The Executive Order is available on the City's website: <http://www.houstontx.gov/execorders/1-56.pdf>.

6.0 PRESERVATION OF CONTRACTING INFORMATION

The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this solicitation and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

7.0 COMPLIANCE WITH CERTAIN STATE LAW REQUIREMENTS

Anti-Boycott of Israel. Vendor certifies that vendor is not currently engaged in, and agrees for the duration of this Agreement not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Government Code.

Anti-Boycott of Energy Companies. Vendor certifies that Vendor is not currently engaged in and agrees for the duration of this Agreement not to engage in, the boycott of energy companies as defined by Section 809.001 of the Texas Government Code.

Anti-Boycott of Firearm Entities or Firearm Trade Associations. Vendor certifies that vendor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, or will not discriminate against a firearm entity or firearm trade association for the duration of this Agreement, as defined by Section 2274.001 of the Texas Government Code.

Certification of No Business with Foreign Terrorist Organizations. For purposes of Section 2252.152 of the Code, Vendor certifies that, at the time of this Agreement neither vendor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of vendor, is a company listed by the Texas Comptroller of Public Accounts under Sections 2252.153 or 2270.0201 of the Code as a company known to have contracts with or provide supplies or to a foreign terrorist organization.

PART 8 – INSTRUCTIONS TO RESPONDENTS

1.0 PRE-SUBMISSION CONFERENCE

A Pre-Submission Conference will be held at the date, time, and location indicated on the first page of the RFQ document. Interested Respondent(s) are encouraged to attend. It will be assumed that potential Respondent(s) attending this meeting have reviewed the RFQ in detail and are prepared to bring up any substantive questions not already addressed by the City.

2.0 ADDITIONAL INFORMATION AND SPECIFICATION CHANGES

Requests for additional information and questions shall be addressed to the Finance Department, Strategic Procurement Division, (enter text), preferably by e-mail to tia.jordan@houstontx.gov or by telephone at (832) 393-9153 no later than the date and time shown on page one of this document. The City shall provide written responses to all questions received by Respondents prior to the RFQ submittal deadline. Questions received from all Respondent(s) shall be answered by the City and made available to respondent(s) who are listed as having obtained the RFQ. Respondent(s) shall be notified in writing of any changes in the specifications contained within this RFQ.

3.0 LETTER(S) OF CLARIFICATION

3.1 All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City. Only information supplied by the City in writing or in this RFQ shall be used in preparing submission responses.

3.2 The City does not assume responsibility for the receipt of any Letters of Clarification sent to Respondent(s).

3.3 Vendors may submit no more than 25 questions relating to this solicitation. Should more than 25 questions be received from a single vendor, the City will only respond to the first 25 questions received.

4.0 EXAMINATION OF DOCUMENTS AND REQUIREMENTS

4.1 Each Respondent shall carefully examine all RFQ documents and familiarize themselves with all requirements prior to submitting a submission to ensure that the submission meets the intent of this RFQ.

4.2 Before submitting a submission, each Respondent shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFQ. Failure to make such investigations and examinations shall not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the RFQ.

5.0 POST-SUBMISSION DISCUSSIONS WITH RESPONDENT(S)

It is the City's intent to commence final negotiation with the Respondent(s) deemed most qualified in accordance with the criteria provided herein in, at the City's sole discretion. The City reserves the right to conduct post-submission discussions and/or interviews with any Respondents.

PART 9 – REQUIRED FORMS TO BE SUBMITTED WITH SUBMISSION

1.0 Offer and Submittal, List of References, and List of Proposed Subcontractors (Exhibit I)

2.0 Signed M/WBE Forms (Exhibit II): Attachment “A” MWBE Participation Plan/Good Faith Efforts; Attachment “B” Letter of Intent; Attachment “C” Certified M/WBE Subcontracting Agreement Terms

3.0 Declaration of Hire Houston First Designation (Exhibit II – Attachment “D”)

To be eligible for the preference, a company must be designated as a City Business (CB) or Local Business (LB) under the Hire Houston First Program prior to submitting a response to the RFQ. Respondents must provide Declaration of Hire Houston First Designation form (SPD can insert form number) with submission.

4.0 City of Houston Ownership Information Form (Exhibit III)

5.0 Anti-Collusion Statement (Exhibit IV)

6.0 Conflict of Interest Questionnaire (Exhibit V)

7.0 Fee Schedule (Exhibit X)

PART 10 – REQUIRED FORMS TO BE SUBMITTED BY RECOMMENDED VENDOR ONLY

Required forms shall be supplied to the Contractor after the award recommendation:

1.0 Insurance Requirements and Insurance Certificate

2.0 Drug Policy Compliance Agreement (Exhibit “B”); Contractor’s Certification of No Safety Impact Positions in Performance of a City Contract (Exhibit “C”); Drug Policy Compliance Declaration (Exhibit “D”)

3.0 City Contractors’ Pay or Play Acknowledgement Form (POP-1) [pop1.pdf \(houstontx.gov\)](#), Certification of Compliance with Pay or Play Program (POP-2) [pop2.pdf \(houstontx.gov\)](#), and List of Participating Subcontractors (POP-3) [pop3.pdf \(houstontx.gov\)](#).

4.0 Requested information outlined in the scope of work and other additional relevant/supporting information, or alternate submission.

5.0 Texas Ethics Commission, Certificate of Interested Parties (Form 1295). Create a certificate at <https://www.ethics.state.tx.us/filinginfo/1295/>.

EXHIBIT I
OFFER AND SUBMITTAL, REFERENCES, PROPOSED SUBCONTRACTORS

PAGE INTENTIONALLY LEFT BLANK

**EXHIBIT I
OFFER AND SUBMITTAL**

NOTE: SUBMISSION MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE RESPONDENT, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____
Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (____) _____

Signature, Name and title of Affiant: _____

(Notary Public in and for)

County, Texas

My Commission Expires: _____ day of _____ 20____

**EXHIBIT I
REFERENCES
LIST OF PREVIOUS CUSTOMERS**

1. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

2. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

3. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

4. Name: _____ Phone No.: _____
Address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Email: _____
Project Description: _____

EXHIBIT I
LIST OF SUBCONTRACTOR(S)

The following is a list of Subcontractors we propose to engage on the following items of Work. Any item of Work which does not designate a Subcontractor will be done by the Respondent.

SEGREGATED PART OF WORK

SUBCONTRACTOR/SUPPLIER

**EXHIBIT II
ATTACHMENT "A"
MWBE PARTICIPATION PLAN/GOOD FAITH EFFORTS**

Date:	
Bid/Proposal Number:	
Formal Bid/Proposal Title:	

Name of Certified MWBE **	Street Address, City, State, Zip Code, Tel # & Email	Certification Type {✓}		NAICS Code (6 Digits)	Description of Work (Scope of Work)	% of Participation
		MBE	WBE			
USE THIS LINE FOR PRIME LEVEL CREDIT ONLY. CREDIT MUST NOT EXCEED 50% OF THE ADVERTISED GOAL.						

a.	CONTRACT AMOUNT TO BE PAID TO PRIME (excluding MWBE Participation)	\$
b.	MWBE PARTICIPATION AMOUNT	\$
c.	TOTAL BID/PROPOSAL AMOUNT (add lines a. and b.)	\$
d.	TOTAL % MWBE PARTICIPATION AMOUNT	%

ATTACHMENT “A”
MWBE PARTICIPATION PLAN/GOOD FAITH EFFORTS - CONTINUED

Name of Certified MWBE **	Street Address, City, State, Zip Code, Tel # & Email	Certification Type {✓}		NAICS Code (6 Digits)	Description of Work (Scope of Work)	% of Participation
		MBE	WBE			

ATTACHMENT "A"
MWBE PARTICIPATION PLAN/GOOD FAITH EFFORTS- CONTINUED

If you have exhausted your best efforts to comply with the City's MWBE Policy by seeking subcontracts and/or subconsultant agreements with certified minority and women business enterprises, in addition to MWBE Prime level participation (if applicable), but failed to meet the MWBE contract goal of this bid document, list your good faith efforts to demonstrate compliance below. For more information, please review the Good Faith Efforts Policy which can be found on the OBO website at www.houstontx.gov/obo.

****All firms listed must be certified by the Office of Business Opportunity at the time of bid submission. This completed MWBE participation plan/good faith efforts must be returned with the submission documents.**

The undersigned will enter into formal subcontracting agreement(s) with the MWBE subcontractors/subconsultants listed on this participation plan upon award of a contract from the City.

Bidder Company Name

Signature of Authorized Officer/Agent/Bidder & Title

Print or Typed Name of Authorized Officer/Agent/Bidder & Title

Date



**EXHIBIT II
ATTACHMENT "B"**

LETTER OF INTENT

**THIS AGREEMENT IS SUBJECT TO MEDIATION WHICH CAN BE INITIATED BY THE
COMPANIES SIGNED BELOW OR THE OFFICE OF BUSINESS OPPORTUNITY.**

To: City of Houston
Contracting Department

Date: _____

Project Name and Number _____

Bid Amount: _____ M/W/SBE Goal: _____

_____, agrees to enter into a contractual agreement
Prime Contractor

with _____, who will provide the following goods/
M/W/SBE Subcontractor

services in connection with the above referenced contract:

for an estimated amount of \$ _____ or _____ % of the
total contract value.

_____ is currently certified with the City of Houston's
(M/W/SBE Subcontractor) Office of Business Opportunity to function in the
above-listed capacity.

Prime Contractor M/W/SBE Subcontractor
intend to work on the above-named contract in accordance with the M/W/SBE Participation Section
of the City of Houston Bid Provisions, contingent upon award of the contract to the above-listed Prime
Contractor.

Signed (Prime Contractor)

Signed (M/W/SBE Subcontractor)

Printed Signature

Printed Signature

Title

Date

Title

Date

Revised March 2022

ATTACHMENT "C"
CITY OF HOUSTON
CERTIFIED M/W/SBE SUBCONTRACTING AGREEMENT TERMS

Contractor shall ensure that all subcontracting agreements with M/WSBE Subcontractors and suppliers are clearly labeled "THIS CONTRACT IS SUBJECT TO MEDIATION." Additionally, all such subcontract agreements shall contain the following terms:

1. _____ shall permit representatives of the City of Houston, at all reasonable times, to perform (1) audits of the books and records of the subcontractor, and (2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.
2. Within five (5) business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate, in writing, to the City of Houston's OBO Director ("the OBO Director") an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street, mailing address, phone number, and email address of such agent.
3. After reasonable attempt(s) to resolve disputes between the parties involving the terms, covenants, or conditions of this subcontract, a request for dispute resolution may be submitted to the OBO Director. The OBO Director may prescribe procedures to provide dispute resolution services in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.

These provisions apply to goal-oriented and regulated contracts, as defined in City Code of Ordinances, Chapter 15, Article V. The MWSBE policy of the City of Houston will be discussed during the Pre-Bid /Pre-proposal conference.

For information, assistance, and/or to receive a copy of the City's Office of Business Opportunity policies and/or governing ordinances, contact the Office of Business Opportunity via the following:

Website: <https://www.houstontx.gov/obo/>

Phone: 832.393.0600

Physical Address: 611 Walker Street, 7th Floor, Houston, Texas 77002

EXHIBIT II
ATTACHMENT “D”

DIRECTIONS: Execute the declaration below regarding your company's status as a Hire Houston First (HHF) designated company. **Fill out the appropriate box below and leave the other blank.**

If your company does not have a HHF designation and would like to apply for designation go to: www.houstontx.gov/obo/hirehoustonfirst.html at least 10 working days prior to submitting a bid or proposal.

1. This certifies that Bidder/Proposer, _____, is a Hire Houston First designated **City Business (CB)**. A valid certificate of designation is attached.

Print Name

Signature

Date

2. This certifies that Bidder/Proposer, _____, is a Hire Houston First designated **Local Business (LB)**. A valid certificate of designation is attached.

Print Name

Signature

Date

EXHIBIT III

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

The City of Houston Ownership Information Form is used to gather information to comply with:

- a. The City of Houston Contractor Ownership Disclosure Ordinance ([Chapter 15 of the Code of Ordinances, Article VIII. City Contracts; Indebtedness to City](#));
- b. The City of Houston Fair Campaign Ordinance ([Chapter 18 of the Code of Ordinances](#)); and,
- c. The State of Texas Statement of Residency Requirements ([Tex. Govt. Code Chapter 2252](#)).

Please complete the form, in its entirety, and submit it with the Official Bid or Proposal Form. Except as noted below regarding the Statement of Residency, failure to provide this information may be just cause for rejection of your bid or proposal.

NOTICE OF AFFIRMATIVE ACCEPTANCE OF THE CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

By submitting a bid or proposal to the City of Houston for a Contract in excess of \$50,000 or for which a request is presented to City Council for approval, all respondents agree to comply with the Chapter 18 of the Code of Ordinances.

Further, pursuant to Section 18-36 of the Code of Ordinances, it shall be unlawful either for any person who submits a bid or proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

INSTRUCTIONS

1. Please **type** or **legibly print in dark ink** responses. Individuals and entities shall disclose their full, legal names (not initials) and all required corporate letters ("Inc", "LLP", etc.).
 - a. If a firm is operating under an assumed name, the following format is recommended:
Corporate/Legal Name DBA Assumed Name.
2. Full addresses are required, including street types ("St", "Rd", etc.) and unit number.
3. Individuals or entities with 10% or more ownership of the corporation, partnership, or joint venture (including persons who own 100%) are required to be disclosed with their full name and full address. All officers and directors are also required to be disclosed with their full name and full address.

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
-------------------------	---------	---------------------------	------

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

PROJECT AND BID/PROPOSAL PREPARER INFORMATION

Project or Matter Being Bid: _____

Bidder's complete firm/company business information

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Bidder's email address

Email Address:

STATEMENT OF RESIDENCY

(THE STATEMENT OF RESIDENCY PORTION OF THIS DOCUMENT IS **NOT APPLICABLE** IF THE SOLICITATION INDICATES FEDERAL FUNDS WILL BE USED)

TEX. GOV'T CODE §2252.001, §(4) defines a "**Resident bidder**" as a bidder whose principal place of business* is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

TEX. GOV'T CODE §2252.001§ (3) defines a "**Nonresident bidder**" as a bidder who is not a resident in this state.

* Principal Place of Business in Texas means that the business entity:

- has at least one permanent office located within the **State of Texas**, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted; and
- has at least one employee who works in the Texas office.

Based on the definitions above, your business is a:

- ☐ TEXAS RESIDENT BIDDER
- ☐ NONRESIDENT BIDDER

If you are a Nonresident Bidder, does your home state have a statute giving preference to resident bidders? If so, you must attach a copy of the statute to this Document.

A copy of the State of _____ statute is attached.

NOTE: The State of residency of a bidder is not used in the decision-making criteria for the award of contracts for projects receiving federal funding, whether in whole or in part.

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
-------------------------	---------	---------------------------	------

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

CONTRACTING ENTITY ORGANIZATIONAL ENTITY TYPE

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED PARTNERSHIP
- ☐ JOINT VENTURE
- ☐ LIMITED LIABILITY COMPANY
- ☐ OTHER (*specify in space below*)

- ☐ NON-PROFIT CORPORATION
- ☐ UNINCORPORATED ASSOCIATION

LISTING OF ADDRESSES

List all current and prior addresses where the bidder does/has done business or owns property (real estate and/or business personal property) in the city of Houston ("Houston") in the past 3 years from the date of submittal of this form. If within the past 3 years from the date of submitting this form, the bidder does not and has not done business and has not or does not own property (real estate and/or business personal property) in Houston, please state "None" on the first line below.

Address

Address

Address

ATTACH ADDITIONAL SHEETS AS NEEDED.

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
-------------------------	---------	---------------------------	------

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

LISTING OF OFFICERS

LIST ALL OFFICERS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE "NONE")

Name _____	Officer	Address _____
Name _____	Officer	Address _____
Name _____	Officer	Address _____
Name _____	Officer	Address _____
Name _____	Officer	Address _____
Name _____	Officer	Address _____

LISTING OF DIRECTORS OR MEMBERS

LIST ALL DIRECTORS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE "NONE")

Name _____	Director or Member	Address _____
Name _____	Director or Member	Address _____
Name _____	Director or Member	Address _____
Name _____	Director or Member	Address _____
Name _____	Director or Member	Address _____

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
-------------------------	---------	---------------------------	------

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS)

Bidders are required to disclose all owners of 10% or more of the Contracting Entity. For non-profit entities, please provide the complete information for the President, Vice-President, Secretary, and Treasurer.

IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED.

ATTACH ADDITIONAL SHEETS AS NEEDED.

Contracting Entity:

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Email Address:

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS) *continued.*

Owner(s) of 10% or More (IF NONE, STATE "NONE."):

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Email Address:

Residence Address [No./Street]

City / State / Zip Code

Owner(s) of 10% or More (IF NONE, STATE "NONE."):

Name:

Business Address [No./Street]

City / State / Zip Code

Telephone Number

Email Address:

Residence Address [No./Street]

City / State / Zip Code

ATTACH ADDITIONAL SHEETS AS NEEDED.

Orig. Dept.:	FIN/SPD	File/I.D. No.:	64 –
-------------------------	---------	---------------------------	------

CITY OF HOUSTON OWNERSHIP INFORMATION FORM

REV. 12/23/2019

OPTIONAL: TAX APPEAL INFORMATION

If the firm/company or an owner/officer is actively protesting, challenging, or appealing the accuracy and/or amount of taxes levied with a tax appraisal district, please provide the following information:

Debtor (Firm or Owner Name):	
Tax Account Nos.:	
Case or File Nos.:	
Attorney/Agent Name:	
Attorney/Agent Phone No.:	
Tax Years:	

Status of Appeal **[DESCRIBE]**:

If an appeal of taxes has been filed on behalf of your company, please include a copy of the official form receipted by the appropriate agency.

REQUIRED: UNSWORN DECLARATION

I certify that I am duly authorized to submit this form on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have personal knowledge of the accuracy of the information provided herein. I affirm that all the information contained herein is true and correct to the best of my knowledge. I understand that failure to submit accurate information with my submission may result in my submission being considered non-responsive and non-responsible.

Preparer's Signature	Date
Printed name	
Title	

NOTE: This form constitutes a **governmental record**, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record and falsification of a governmental record are crimes, punishable as provided in Section 37.10 of the Texas Penal Code.

EXHIBIT IV
ANTI-COLLUSION STATEMENT

The undersigned, as Respondent, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Respondent has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Respondent Signature

EXHIBIT V CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	
1 Name of vendor who has a business relationship with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. <div style="text-align: center; margin-top: 20px;"> <hr style="width: 30%; border: 0; border-top: 1px solid black;"/> Name of Officer </div>		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. <div style="margin-left: 40px;"> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <div style="display: flex; justify-content: center; gap: 50px; margin-top: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: center; gap: 50px; margin-top: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; border: 0; border-top: 1px solid black;"/> Signature of vendor doing business with the governmental entity </div> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; border: 0; border-top: 1px solid black;"/> Date </div> </div>		

EXHIBIT V CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Exhibit X
Fee Schedule

DATA REPORTING SUPPORT SERVICES

Role	Professional Expertise Level	Onsite HAS Location Hourly Rate	Nearshore Hourly Rate	Offshore Hourly Rate
DATA & REPORTING SUPPORT SERVICES				
Data Analyst	2-4 years (JR)			
Data Analyst	4-6 years (SR)			
Enterprise Business Consultant	4-6 years			
Data Scientist	6-10 years			
Data Architect	6-10 years			
SSRS Developer	6 years			
ETL Developer	4-6 years			
Data Warehouse Developer	4-6 years			
Tableau Developer	2-4 years (JR)			
Tableau Developer	4+ years			
Power BI Developer	4+ years			
IT Junior Cyber Security Analyst	2-4 years			
IT Sr. Cyber Security Analyst	4-6 years			
Power Platform Power Apps Developer	2+ years			

ENTERPRISE APPLICATION SUPPORT SERVICES

Role	Professional Expertise Level	Onsite HAS Location Hourly Rate	Nearshore Hourly Rate	Offshore Hourly Rate
ENTERPRISE APPLICATION SUPPORT SERVICES				
Application developer .NET, HTML 5	2-4 years (JR)			
Application developer .NET, HTML 5	4-6 years (SR)			
Business Analyst	2-4 years (JR)			
Sr. Business Analyst	4-6 years			
Sr. Database Administrator	4-6 years			
System Architect	6-10 years			
Jr. Web Administrator	2-4 years			
Sr. Web Administrator	5-10 years			
ETL Developer	6 years			
Cloud Infrastructure Management	4-6 years			
Applications Configuration Manager	4-6 years			
Client Support / Help Desk Analyst	2-4 years (JR)			

PROJECT MANAGEMENT SERVICES

Role	Professional Expertise Level	Onsite HAS Location Hourly Rate	Nearshore Hourly Rate	Offshore Hourly Rate
PROJECT MANAGEMENT SERVICES				
Project Coordinator	2-4 years (JR)			
Project Manager (JR)	4-6 years			
Project Manager (SR)	6-10 years			
Business Analyst	2-4 years (JR)			
Sr. Business Analyst	4-6 years			
Technical Documentation Consultant	4-6 years			
End-User Training	4-10 years			
Org Change Mgmt - JR Consultant	2-4 years			
Org Change Mgmt - SR Consultant	5-10 years			
Sr. Engineer (Electrical)	5-10 years			
Engineering EIT (Electrical)	4-6 years			
Sr. Security Consultant	6-10 years			
Revit Consultant	4-6 years			