



December 5, 2013

To: Any Potential Vendor, Subcontractor to Vendor, Service Provider, Proposer, Offeror, Lobbyist or Consultant

From: Houston Community College, Procurement Operations Department

RE: **Prohibited Communications RFP 14-04 – Bond Construction Manager at Risk Services**

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Houston Community College (“HCC”) Procurement Operations Department is responsible for purchasing goods and services through a competitive procurement process. The Procurement Operations Department released Request for Proposal (RFP) 14-04 for Bond Construction Manager at Risk Services on October 31, 2013.

The Procurement Operations Department is governed by the Laws of the State of Texas and practices the highest ethical standards for competitive solicitations which, among many requirements, includes’ Prohibited Communications and Political Contributions, more commonly known as the “Blackout Period”.

In accordance with the published solicitation document, the following communications (whether written, oral, electronic, or otherwise) regarding this solicitation, are strictly prohibited:

1. Between a potential vendor, subcontractor to vendor, service provider, proposer, offeror, lobbyist or consultant and any Trustee;
2. Between any Trustee and any member of a selection or evaluation committee;
3. Between any Trustee and administrator or employee; and
4. Between a potential vendor and any HCC employee (with the exception of the named procurement representative, Mr. Kerry Doucette).

This prohibited communications and political contributions prohibition period begins on the day the solicitation is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the contract will not be awarded.

This communication serves as a reminder that violation of the Blackout Period is considered unethical conduct and will be handled as such. Any discovery of a violation of the Blackout Period will be investigated and may result in your firm being recommended for any of the following:

1. Disqualification from the referenced procurement solicitation;
2. Disqualification from future procurement solicitations;
3. Disbarment from doing business with HCC; and
4. Prosecution in accordance with the Laws of the State of Texas.

As a reminder, any questions must be forwarded to Mr. Kerry Doucette, Supervisor, as the Procurement representative responsible for this project.

Mr. Doucette can be contacted at 713-718-5014 or by email [Kerry.Doucette@HCCS.edu](mailto:Kerry.Doucette@HCCS.edu). In accordance with the provisions of the Blackout Period, Mr. Doucette will respond to you accordingly.

Thank you for your interest and respect of this solicitation and our governing rules.

Sincerely,



Rogelio E. Anasagasti  
Executive Director  
Procurement Operations Department