

Date: September 4, 2012  
To: Prospective Respondents  
From: Houston Community College  
Subject: **RFQ 12-47 Federal, State and Local Government Relations Consulting Services - Questions & Answers (Set 1)**

**Question #1:** - Would HCC consider a retainer arrangement, or does an “as-needed basis” imply that an hourly fee structure is preferred?

**HCC Answer:** - Please know that as part of the Request for Qualification process, selection will be made based on qualifications of the firm and personnel as noted in the Evaluation Criteria Section VI (page 6).

Respondents are reminded that qualifications shall not include any information regarding fees, pricing or other compensation. Such information will be solicited from the firm selected as the most highly qualified by HCC, in accordance with the published evaluation criteria

**Question #2:** - Is HCC’s preference to have one firm handle all areas, or would the College consider a Washington-based firm for the federal work (i.e. – will preference be given to local firms?)

**HCC Answer:** - It is anticipated that HCC may make multiple awards based on the following:

1. Federal Government Relations Consulting Services (Only),
2. State & Local Government Relations Consulting Services (Only); or
3. Federal, State & Local Government Relations Consulting Services (Jointly)

HCC reserves the right to make multiple awards as deemed in its own best interests.

**Question #3:** - Does Attachments Nos. 3, 4 & 5 need to be included with the statement of qualifications package due September 6, 2012 at 3:00 p.m. local time?

**HCC Answer:** - No, Attachments No. 3, 4 & 5 do not need to be included with the statement of qualifications package as noted in Section V, Paragraph 8 (page 5).

**Question #5:** - With respect to the Small Business Commitment (Section V, Paragraph 8) (pg. 5), if a firm does not have initial plans to subcontract, how are the questions that assume the use of a subcontractor (Ex. 8(b)) to be answered?

**HCC Answer:** - To the extent that a firm plans to subcontract any portion of the work as described in the scope of services (at any time during the potential contract period), responses must include: (a) a description of previous projects where your firm has successfully subcontracted work to small businesses, minority/women owned businesses, and/ or disadvantaged businesses including the percentage (%) of work subcontracted to these firms under each project; (b) a narrative outlining your overall approach to subcontracting and how you will solicit and select small businesses, minority/women owned businesses, and/ or disadvantaged businesses for participation as part of this Project; and (c) indicate what challenges you anticipate in attaining HCC's goal of Best Effort.