

QUESTIONS AND ANSWERS – EXHIBIT 2

Library Subscription Services

PROJECT NO. 12-29

To: Prospective Respondents
From: Houston Community College
Date: June 21, 2012
Subject: Informational Letter # 1 – Requests For Proposals, HCC Project No. 12-29

The following questions regarding the Request For Proposals, HCC Project No. 12-29 were received in the Procurement Operations Department within the time period stated in the RFP:

Question #1: To quote prices for the online versions of titles on the list, the following information is needed:

- Number of users
- Number of FTEs (full time employees)
- Number of students
- Do you want a site license for any of the titles? If so, number of sites and their locations.

HCC Answer: We have stated Print + online or Print + digital and we understood that the print subscription includes the online access. If the online access is in any way limited or licensed separately, then we do not wish a separate site license for the titles. If this is the situation please quote on the Print edition and indicate as such.

Question #2: For any newspapers on the list, the following information is needed:

- Specify delivery schedule: daily; Monday – Friday; Sunday only, etc.
- Specify mail or carrier deliver

HCC Answer: There should be no regular daily newspapers on the list. The full subscription via mail.

Question #3: Regarding the shipping address – is it the same street address for all sites with the only differentiating item being the name of the library in the first line of the address? If not, we need the street address for each library.

HCC Answer: The shipping address remains the same with the differentiating item being the name of the library as indicated in the RFP.

Question #4: Can you please provide the title list in Word or Excel format so we can type prices onto your list?

HCC Answer: Yes

Question #5: Several titles on the list have no Campus listed. Can you please provide a Campus for these items?

HCC Answer: We have removed them from the list.

Question #6: Several titles on the list show the title name, but no format is specified. Can you please provide formats so we can quote proper prices?

HCC Answer: If no format is specified then we need the Print edition.

Question #7: Will you be able to provide answers to questions as they are answered and before the June 26th question due date so we can continue to work on the price quote? We cannot start the quote until we have some of the questions answered as we may be required to contact some publishers who often require additional to respond to us.

HCC Answer: Yes

Question #8: Would you prefer pricing be presented by each individual branch or as a whole on the sheet provided?

HCC Answer: Pricing must be by library and title to match the invoice requirements.

Question #9: Does HCCS desire prices to be held firm for first year?

HCC Answer: Please quote your best price. Include your maximum escalation percentage per year. See Amendment No. 001.

Question #10: Does HCCS accept supplemental invoicing?

HCC Answer: Yes

Question #11: The titles listed in the Library Subscription Services RFP, Project Number 12-29, new or renewals?

HCC Answer: Expected renewals.