

QUESTIONS AND ANSWERS

Request for Proposals (RFP)

PROJECT NO. 13-38

Project Title: Threat/Vulnerability Assessment & Risk Analysis

Date: August 27, 2013

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers, HCC Project No. RFP 13-38

- Q28. As part of the scope, the TVRA will include Police Dept operations, as well as Human Resource and Finance functions. Given that the area of focus is to consider risks on an “all hazards” basis, should the TVRA review these functions and operations for compliance with generally accepted standards and best practices, or are you all looking for detailed assessment against specific processes, state laws and regulations in order to ensure that any risks associated with non-compliance are identified?
- A28. The scope of this project is to assess risks not to determine whether the departments are in compliance with generally accepted standards
- Q29. Upon reviewing the areas in which the scope of work it to be performed, are you going to be contracting only 1 vendor who can take care of all these areas? (Such as items 1-10 on pages 15-17) Or will you be hiring multiple vendors, with more fine tuned expertise in a handful of these areas?
- A29. We may award one or multiple vendors.
- Q30. How many personnel are you anticipating to be trained in TVRA, to determine class size and personnel training curriculum?
What is the level of expertise associated with the personnel to be trained in TVRA (beginner, intermediate, advanced)?
- A30. We expect approximately 25 people to be trained.
- Q31. Although a statement in Attachment #1, Scope of Services on page 14 states that the contracted vendor “shall NOT be responsible for, or expected to perform, any act that involves the practice of architecture or engineering, nor shall the recommended firm be

expected to provide construction services” as a component of this project, verbiage in other areas indicates that an environmental architectural analysis is desired. Specifically, the following is taken from para B. Deliverables:

- 4. For corrective actions not involving an addition, repair, alteration or improvement to any HCC facility or real property, provide a proposed schedule by phases for the recommended corrective actions and estimated cost for each phase; and

- 5. For corrective actions not involving an addition, repair, alteration or improvement to any HCC facility or real property, provide a proposal for the cost to oversee the implementation of plan.

And from para C. Scalability:

- 1. Under the 2013 General Obligation Bond (\$425MM) HCC is in the process of expanding its physical infrastructure. Proposals shall address the methodology used and modeling approach taken in making recommendations that can be incorporated into the new facilities;

Question: Does HCC desire an analysis of existing and proposed facility construction design included in the TVRA?

A31. No.

Q32. Is it HCC’s intention that a comprehensive review of each facility be conducted for each category (e.g., code compliance, ADA compliance, IT, Health and Welfare programs) or is it sufficient to provide an assessment based upon the review of the plans and procedures for each facility?

A32. Yes each site shall be assessed.

Q33. Should a training class be included as a deliverable? If so, how many individuals are to be trained? (Page 15, Section D)

A33. Yes, for approximately 25 people.

Q34. What is HCC’s expectation in evaluating Current floor Plans (digital and paper), as part of Attachment No. 1, section 8?

A34. Conduct a complete TVRA based on a Sandia model.

Q35. Can a Texas (incorporated since 1995) veteran owned small business (but not U.S. SBA certified as such) fulfill the requirement for small business participation?

A35. Yes

Q36. The RFP asks about wanting a firm fixed price for the contract term and then it states the following: "Provide the job title, hourly rate and proposed number of hours each team member will be working on completing the deliverables as described in this RFP." Would you like fixed but also T&M? Can you clarify if it's a fixed fee for the term of contract and the hourly rate would be for additional work if requested after the term?

A36. Yes, both, fixed fee for the term and hourly rates for additional services.

Q37. This question is in regards to the following statement of the RFP "Provide a list of all projects awarded during the past 3 years, including name, location, size of installation, amount of time installation took, narrative description of project and any problems that may have been encountered during implementation and ongoing support.

a. You use the term "installation". Was that deliberate to narrow down the types of projects you're interested in learning about? Are you requiring a list of projects that included software installations (or some other type of specific installation), and then when you ask about the amount of time the installation took, the response should refer to how long it took to install the software?

b. If you are referring to all types of projects regardless of type, that can become very extensive, and in some cases, we have clauses in some contracts that say we can't disclose the deal without the prior written consent of the prime or customer. Therefore, is a representative sample and/or a list of references sufficient to fulfill this requirement?

A37. a. No, it was not deliberate. Please provide information that shows your companies capability to perform the service requested.

b. Yes

Q38. With utilizing interns or students, is there a POC for determining the level of expertise these personnel have to enable use during this project?

A38. Yes, the point of contact is stated in the RFP.

Q39. The RFP references *threat/vulnerability assessment & risk analysis*; it also references security threat/vulnerability assessment & risk analysis. Does HCC consider these two terms interchangeable?

A39. Yes