

Solicitation Amendment No. 001

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| To: Prospective Proposer/Offeror: | Date: |
| Prospective Proposer | December 4, 2018 |
| Project Title: | Project No.: |
| Food Services Consultant | RFP 19-25 |

The Request for Proposal (Project RFP No. 19-25) is hereby amended as set forth below:

REQUEST FOR PROPOSAL

PROJECT NO. RFP 19-25

FOOD SERVICES CONSULTANT

QUESTIONS AND ANSWERS No. 001

See responses below from questions posed by perspective proposers.

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

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|---------------------------------------|---------------|
| Company Name (Bidder/Offeror): | |
| | |
| Signed by: | Date: |
| | |
| Name (Type or Print): | Title: |
| | |

REQUEST FOR PROPOSAL
PROJECT NO. RFP 19-25
FOOD SERVICES CONSULTANT

QUESTIONS AND ANSWERS No. 001

Date: December 4, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1. Page 4, Section 2.1, letter b: Can you please provide more clarification regarding HCCS's desire for an equipment list and comparison between existing, required and suggested equipment. Does HCCS have a list of foodservice and vending equipment for all of the campuses? Completing a list of existing equipment on 15 campuses will be a very time consuming task. We can certainly build this time into our proposal and fee but can you please explain what HCCS intends to do with the information gathered?

Response: HCC does not have a list of equipment. Many locations are operated by contract operators.

Q2. Page 4, Section 2.1, letter g: Please indicate how many auxiliary agreements HCCS currently has with food and food-like services. Also, please clarify food-like services.

Response: Approximately 7 agreements. Hot full service to grab and go or vending.

Q3. Page 4, Section 2.1, letter k: This reads: "Prepare and submit a report to include a recommendation to proceed with a request for proposal." Then, in Section 2.2., letter f, it appears to indicate that HCCS would like the consultant's assistance with rebidding the System's foodservice and vending program ("help with outreach to identify proposers for new foodservice program and review and provide technical advice regarding proposals received"). Given that, does HCCS want a full slate of operator selection services included in our proposal AND our professional fee? Has HCCS already decided to competitively rebid its foodservice and vending program?

Response: Yes, rebid all.

Q4. Regarding Tab 6: We rarely use subcontractors (including small business firms) and would not intend to do so if we are selected for this project. We have valid small business certificates in the states of Virginia and Maryland and we can provide certificates and related information as part of our proposal. Is this acceptable?

Response: Please refer to Page 16 of 38, Item No. 14 Small Business Development Program (SBDP) for certifications recognized by HCC.

Q5. Can you provide details regarding the number, type and hours of operations of the current food service locations by campus?

Response: No. HCC expects the consultant to help recommend and determine the most appropriate hours of operations.

Q6. Does HCC have existing contracts for all current food service locations?

Response: No.

Q7. Does HCC have food service sales by location?

Response: No.

Q8. Does food services for all campuses report to one individual or department or are there multiple reports?

Response: Food Services and Vending will be aligned to report to one report.

Q9. Is there a food service committee the consultant will be reporting to or working with?

Response: Yes. HCC will provide a small committee.

Q10. The scope requires a list of equipment by location to be created. To confirm HCC does not currently have an accurate inventory of food service equipment owned by the College?

Response: Correct. See the above response to Question No. 1.

Q11. The scope refers to all "recognized" food service agreements. Does that mean there are currently "unrecognized" food service operations?

Response: HCC will provide all agreements.

Q12. The final scope item in section 2.2(f) is to support HCC in an RFP or RFP processes. Should we assume the RFP process is done in conjunction with purchasing?

Response: Yes, the RFP solicitation process will be done in conjunction with HCC procurement.

Q13. Can you provide all attachments that need to be returned as Word documents for our use?

Response: Contact the Buyer of Record, to request WORD documents..

Q14. There are only three business days between HCC answering vendor's written questions and submission of the proposals. There may be information in the answers that is very relevant to the proposal development. Can you reconsider the timing by either answering questions earlier or extending the due date?

Response: No.

Q15. I want to confirm we will be emailed all questions and answers (as opposed to going on the website). I was anticipating an addendum following the conference call on November 19th and I have not received it.

Response: Q & A letters and any addendum, are posted on HCC's website. (see below) <https://www.hccs.edu/about-hcc/procurement/rfps/bid-title-282046-en.html>
It is the proposer's responsibility to monitor HCC's website.

Q16. Are all of HCC's campuses included in this scope of work or just the main colleges listed on page 3 of the RFP under 1.1, letter b?

Response: All.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.

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