

QUESTIONS AND ANSWERS

REQUEST FOR QUALIFICATIONS (RFQ)

PROJECT NO. 13-15

PROJECT TITLE: Request for Qualifications (RFQs) Real Estate Appraiser Services

Date: January 8, 2013
To: Prospective Respondents
From: Houston Community College
Subject: Questions and Answer – Request for Qualifications for Real Estate Appraiser Services: HCC Project No. 13-15

The following questions regarding the Request for Qualifications (RFQ) for Real Estate Appraiser Services: Project # 13-15 was received in the Procurement Operations Department within the time period stated in the RFQ:

Question #1: - Page 3 of your instructions says to “complete and return the following documents” with the document list including Attachments No. 1 through 8. However, under Document Content 9.4 on pages 5 and 6, you say that Attachment No’s 5, 6, and 7 are provided as Samples only and do not need to be completed by Respondents at this time. So, I would like to clarify that Attachment No’s 5, 6, and 7 are to be included in the Statements of Qualifications package but they should be left blank.

- Attachments 5, 6, and 7 should be included in the statement of qualifications. These are optional to fill out at this time.

HCC Answer: - As stated in Section V.B.9, proposers must respond to the requests noted in 9.1, 9.2, 9.3, and 9.4. Attachments 5, 6, & 7 are not required and are provided for informational purpose.

Question #2: - Should Attachment No. 8, the small Business Development Questionnaire, be included within the body of my Statements of Qualifications package as stated on Page 3 or should it submitted in a separate envelope marked “small Business Development Questionnaire” as stated on the top of Attachment No. 8? Or, I could include it both in the body of the Statements of Qualifications package and in a separate envelope

HCC Answer: - Attachment No. 8 should be completed and returned on the form provided.