
HOUSTON COMMUNITY COLLEGE SYSTEM



Purchasing Department

**AMENDMENT NO. 1
QUESTIONS AND ANSWERS**

**Project No. 06-18
Database Development and Management**

Date: September 27, 2006
To: All Prospective Proposers
From: Houston Community College System, Procurement Operations
Subject: Informational Letter # 1 – Request for Proposals (RFP) for Project No. 06-18

The following written questions regarding subject RFP were received in the procurement Operations department prior to the question submission deadline of September 27, 2006 at 10:00 a.m. (local time).

Question No. 1: On Attachment No. 2 for Item 01, should the per page and per file cost include the cost to develop the database?

HCCS Answer: See Amendment No. 1.

Question No. 2: Under Section 4 – Project Understanding and Services, Item 5, for this project, do you need the capability to scan or OCR any document data to the database?

HCCS Answer: Please describe the type of equipment that your company uses to perform the services. Also, describe the process/method that your company uses to sort and/or barcode documents.

Question No. 3: Under Section 4 – Project Understanding and Services, Item 7, is the question referring to computers and printer model numbers and specs or the software required to provide these services?

HCCS Answer: All of the above. Please provide a list of the make and model numbers of your firm's computers as well as the software that your company uses for list, label and document processing services.

Question No. 4: Under Section 4 – Qualifications and Experience of Firm, will the system/database be hosted on HCC servers or is the plan to have the system/database hosted at a third party site?

HCCS Answer: It is anticipated that the database will be hosted on HCC servers.

Question No. 5: Under Section 4 – Qualifications and Experience of Firm, if the database is hosted at HCC will it be on a network that is accessible?

HCCS Answer: Yes

Question No. 6: Is there a proposed budget for this Project?

HCCS Answer: Yes

ATTACHMENT NO. 2

SCHEDULE OF ITEMS AND PRICES

FOR

DATABASE DEVELOPMENT AND MANAGEMENT SERVICES

Revised: September 27, 2006

The Proposer/Contractor shall furnish all resources and services necessary and required to perform Database Development and Management Services on an “as needed” basis, in accordance with the scope of services and the general terms and conditions of the proposed contract for the price(s) listed below.

<u>Item No.</u>	<u>Description of Services:</u>	<u>Pricing</u>
01	Database Development Services:	\$ _____ hourly rate
02	Mailing Labels (Avery 5960, 30 per page)	\$ _____ per page
03	Hard Copy Print Outs	\$ _____ per page
04	Excel spreadsheet	\$ _____ per file
05	List Management Services (Per Scope of Services – List Creation and Management Specification, p. 13)	\$ _____ hourly rate