

Solicitation Amendment No. 002

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To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	November 14, 2018
Project Title:	Project No.:
Intellectual Property and Elections Legal Services	RFQ 19-04
<p>Description of Solicitation Amendment:</p> <p>The Request for Proposal (Project RFQ No. 19-04) is hereby amended as set forth below:</p> <p>1. Section 2 (Evaluations of Qualifications) has been replaced in its entirety as set forth below:</p> <p>Please visit our website at https://www.hccs.edu/about-hcc/procurement/</p> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

Section 2 –Evaluation of Qualifications

1. Evaluation Criteria

An Evaluation Committee ("Committee") will review all statement of qualifications to determine which proposers have qualified for consideration according to the criteria stated herein. The Committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee may be invited to make an oral presentation of their written proposal to the Committee.

Statement of Qualifications will be evaluated using the following criteria:

Evaluation Criteria	Available Points
Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team (Section 3.5.c & d - Tabs 1 & 2)	35
Proposed Approach & Methodology (Section 3.5.e - Tab 3)	30
Past Performance & References (Section 3.5.f - Tab 4)	30
Small Business Practices (Section 3.5.g - Tab 5 & Section 4.14 Small Business Development Program)	5
Total Points	100

2. Eligibility for Award

In order for a proposer to be eligible to be awarded the contract, the statement of qualifications must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Responsive statement of qualifications are those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Statement of qualifications, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.

- a. Responsible proposers, at a minimum, must meet the following requirements:
 - i. Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
 - ii. Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
 - iii. Have a satisfactory record of past performance;
 - iv. Have necessary personnel and management capability to perform any resulting contract;
 - v. Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements;

- vi. Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College System; signing and submitting the proposal is so certifying to such non-delinquency; and
 - vii. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- b. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary, to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.
 - c. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other proposers.
 - d. A person or proposer shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section 4.17 - Prohibited Communications and Political Contributions.
 - e. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or contractors.) HCC will contract only with the individual firm or formal organization that submits a response to this RFQ.

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