

**REQUEST FOR PROPOSAL**  
**PROJECT NO. RFP-C 19-57**  
**MDBA DISASTER RECOVERY & RESILIANE CONSULTANT**  
**QUESTIONS AND ANSWERS No. 002**

Date: May 14, 2019  
To: Prospective Respondents  
From: Procurement Operations Department, Houston Community College  
Subject: Questions and Answers Responses

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Q1. Please clarify the following in regard to the proposal submission:  
How many copies to be submitted?

**Response:** Submit one (1) original printed and one (1) electronic copy (CD or flash drive) of your Proposal including all required HCC Forms and documents.

Q2. Do we submit the proposal via email or hardcopy?

**Response:** Telephone, Facsimile ("FAX") or electronic (email) proposals are not acceptable when in response to this Request for Proposal.

Q3. Does the cost proposal have to be submitted separately?

**Response:** It's preferred to provide the price proposal in a separate envelop

Q4. Does MDBA have a current roster of small businesses that were impacted by Harvey that the proposer could access post-award?

**Response:** It is expected that the selected firm will identify the small businesses. MBDA does have a limited number that it will share.

Q5. Will the selected firm have to recruit the 50 -70 minority businesses or will MDBA assist?

**Response:** Yes. It is the selected firm's responsibility to recruit the 50-70 minority-owned businesses.

Q6. Will MDBA provide marketing collateral for the program that the selected vendor can use for advertising, including pre-printed flyers, logos, etc?

**Response:** Marketing collateral specific to the Business Resiliency Academy and the events outlined in the proposal will be the selected vendor's responsibility.

Q7. Will HCC and MDBA allow the program to be promoted and marketed on their website?

**Response:** The selected vendor should rely upon their own promotional and marketing efforts rather than rely on HCC and MBDA.

Q8. Is there a federal or grant requirement that is driving the August 15<sup>th</sup> deadline? Can this be extended?

**Response:** The grant expires on August 31, 2019 with no extension.

Q9. Will HCC/MDBA provide facilities to host the trainings and Forums at no cost to the proposer?

**Response:** The Business Resiliency Academy will be the proposer's responsibility. The four forums can be held at HCC facilities with no cost to the proposer but must be held in June, July or August 2019.

Q10. Is there a current consultant providing these services to HCC/MDBA currently or in the past?

**Response:** No.

Q11. If so, are they also allowed to bid on this proposal?

**Response:** Not Applicable

Q12. Is this program and project currently funded? If not, when do you expect to get a notice of funding/award?

**Response:** The program is currently funded.

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