

REQUEST FOR PROPOSAL
PROJECT NO. RFP 17-17
LIBRARY SUBSCRIPTION SERVICES
QUESTIONS AND ANSWERS NO. 1

Date: September 23, 2016

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. Any service fee or handling charges to be added-on to the total for each order must remain firm for the duration of the agreement.

Answer: Yes, HCC is seeking firm fixed pricing during the duration of the awarded contract.

2. Invoices *are to be prepared as soon as each individual order is placed with the publisher and a firm price is obtained.*

Answer: One of the reasons that HCC is seeking these services is to consolidate what could be hundreds of individual invoices into one (1) monthly invoice. It is HCC's desire to receive one (1) monthly invoice and to pay it net 30. We are open to discussing the payment of an annual invoice to simplify the process further. HCC is seeking firm fixed prices for all subscriptions ordered for the duration of the awarded contract.

3. Does the library require firm pricing? Are supplemental invoices allowed?

Answer: Yes, HCC is seeking firm fixed pricing on all subscriptions. Supplemental invoices might be required if/when new subscriptions are added during the contract period. Credits would also be required for subscriptions that are dropped during the contract period.

4. Does the entirety of Section 1 needed to be included under Tab 3 or only Additional Submittal Information?

Answer: Yes, the entirety of Section 1 needs to be included with Additional Submittal Information under Tab 3

5. After reviewing the bid documents we see that the college is requesting a significant amount of information for a three week turnaround. Would you consider extending the bid process to October 12, 2016?

Answer: Yes, we will extend it to October 13, 2016.