



Procurement Operations  
3100 Main St.  
Houston, TX 77002

Solicitation Amendment No. 001

<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
Proposers	September 2, 2021
<b>Project Title:</b>	<b>Project No.:</b>
Commencement Event Planning	RFP 21-47
Description of Solicitation Amendment: The Request for Proposals (Project RFP No. 21-47) is hereby amended as set forth below:  1. Questions and Answers No. 1 have been released (below).  Please visit our website at <a href="https://www.hccs.edu/about-hcc/procurement/">https://www.hccs.edu/about-hcc/procurement/</a>  Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.	
<b>Acknowledgement of Amendment No. by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offeror):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

REQUEST FOR PROPOSAL

PROJECT NO. RFP 21-47

COMMENCEMENT EVENT PLANNING

QUESTIONS AND ANSWERS No.1

Date: September 2, 2021

To: Prospective Proposers

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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Q1. Is NRG the secured venue for December & Spring commencements? Can you share the agreement?

**Response:**

NRG is the proposed venue for both commencements, however an agreement has not been signed as of 8/27/2021.

Q2. Can you share an estimated budget of your last in person commencement?

**Response:**

The estimated expense of the Spring 2019 Commencement was approximately \$150K.

Q3. Is there an estimated number of graduate guests?

**Response:**

December average estimated graduates (attending ceremony) is approximately 800-1000; Guests 2,000-4,500; Spring average estimated graduates (participating in the ceremony) is approximately 1100- 17000; Guests, 4,000-6,000.

Q4. Will HCC security be secured for all events?

**Response:** Yes, HCC PD will be in attendance at all events and typically works in collaboration with the venue security/police protocol. For example, at NRG both HCCPD and HPD work in collaboration with NRG security.

Q5. Photography – Are you expecting Photography Company to work for no compensation (page 9 w.) and only get paid if students purchase photos?

**Response:**

Yes. The previous vendor did not charge a fee to the college for the services rendered. They generated revenue based on the photos purchased by the graduates and their families and also refunded the college a small commission (around 5% of total sales)

Q6. The HCC Services Agreement is attached – we are expected to sign once we have been awarded the contract not before, correct?

**Response:**

No, the purpose of having the Master Service Agreement to the proposal is for the supplier to understand the College's terms and conditions and flag any exceptions with the proposal submission.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation.

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