



CITY OF HOUSTON

Office of Business Opportunity

Interoffice Memorandum

To: Marsha Murray, OBO Deputy Director
From: Tifney M. Scott, Procurement Specialist, Department Services
Date: May 10, 2017
Subject: Pre-Award Good Faith Efforts
For: Houston Fire Department
Re: Emergency Medical Services Tracking System

The Pre-Award Good Faith Efforts Request submitted by the Fire Department for the above referenced project has been reviewed and evaluated. This solicitation involves the purchase and implementation of an Emergency Medical Services Tracking System.

Fire Department provided the following:

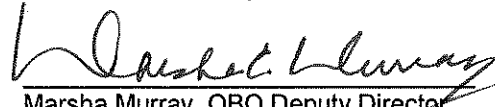
The Houston Fire Department provided a Pre-Award Good Faith Efforts request for evaluation by OBO from Career Step LLC. This solicitation was for the purchase and implementation of a Emergency Medical Service Tracking System. This system would be customized to fit the Houston Fire Department, as a way to track pertinent information about the employees certifications, training, continuing education, assignments, payments for classes, credentials etc. Career Step LLC submitted a letter explaining that there is not 11.00% MWBE participation available on this solicitation. The bidder stated that this program contains custom codes proprietary to Career Step LLC. and that intricate knowledge of existing codes would be required to customize, troubleshoot or make additions to the standard program. The bidder states that while they do use a subcontractor for programming, this subcontractor has worked extensively with them and has hands on knowledge of the proprietary codes and detailing of the company's programs. Strategic Procurement and the contracting department both concurred that there are no areas of divisibility on this project. The department is requesting that the Good Faith Efforts be accepted, and that the solicitation move forward with an approved MWBE participation goal of 0%.

Department Services Findings:

The scope of work was requested and evaluated, which determined that there are no divisible items within this solicitation. The bidder did submit a detailed letter explaining that this software program is proprietary, and any subcontracting would require intricate access to their existing codes. It is the recommendation of OBO to **APPROVE** the Pre-Award Good Faith Effort request submitted by the department on behalf of Career Step LLC based on the fact that the fact that there are no areas of divisibility within this solicitation. The department should have requested a 0% Goal Waiver rather than applying the City Wide aspirational goal of 11% MWBE participation.

Reviewed and Accepted,

Date

5/10/17

Marsha Murray, OBO Deputy Director

