



**DATE:** February 11, 2021  
**SUBJECT:** Letter of Clarification  
**RE:** Materials Testing Request for Qualifications  
**TO:** All Prospective Respondents

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced Materials Testing Request for Qualifications to answer questions timely received in the manner set forth below:

### **QUESTIONS**

**Question 1:** May the prime contractor self-perform the Diversity Goal if it qualifies as a diverse firm under the HFC Diversity Program?

Answer: No. The 24% Diversity Goal applies to subcontracts. As noted on page four of the RFQ, while Respondents should note if they are certified as a diversity participant in their submittal, such certification shall not lessen or otherwise alter the requirement to use good faith efforts to award subcontracts to diversity participants.

**Question 2:** We are certified with the Pacific Southwest Minority Supplier Development Council, which is the regional office of the National Minority Supplier Development Council. As firms can only be certified with one entity, and then that certification is valid throughout the United States and with all other councils, would you confirm that this Council certification would be accepted for this submittal?

Answer: HFC only accepts certifications as outlined in the Diversity Forms and Guidelines which can be found by visiting [Do Business | Houston First Corporation](https://www.houstonfirst.com/do-business) and clicking on Diversity Program-Instructions to Bidders and Proposers. Respondents must make good faith efforts to award subcontracts to diversity subcontractors, and certified subcontractors must have a significant local presence.

Letters of Clarification become part of the solicitation and automatically supersede any previous specifications or provisions in conflict therewith. By submitting their SOQ, Respondents shall be deemed to have reviewed all Letters of Clarification on the website and incorporated them into their submittal. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein. It is the responsibility of the Respondent to monitor [www.houstonfirst.com/do-business](https://www.houstonfirst.com/do-business) and ensure they review any such Letters of Clarification and incorporate them in their SOQ.