



Houston Community College System

Procurement Operations Department

**BLACKOUT PERIOD REPORT**

Project No.	Title	Solicitation Due Date	Pre-Proposal Meeting	Procurement Buyer
<a href="#">IFB 12-16</a>	Security Guard Services	Feb 3, 2012, 2:00 PM	Jan 10, 2012, 1:00 PM	<a href="#">Mara Glover</a>
<a href="#">IFB 12-18</a>	Pest Control Services	Dec 6, 2011, 3:00 PM	Not Applicable	<a href="#">Georgia Coats</a>
<a href="#">RFCSP 12-32</a>	Southeast Campus Parking Infrastructure Improvements	April 12, 2012, 2:00 PM	March 20, 2012, 2:00 PM	<a href="#">Georgia Coats</a>
<a href="#">RFCSP 12-07</a>	Stafford Campus Renovation, Building B (Replaces Project #11-38)	Oct 25, 2011, 2:00 PM	Oct 11, 2011, 2:00 PM	<a href="#">Georgia Coats</a>
<a href="#">RFCSP 11-35</a>	Northline Parking Infrastructure Improvements	Jul 19, 2011, 2:00 PM	June 29, 2011, 2:00 PM	<a href="#">Georgia Coats</a>
<a href="#">RFI 12-35</a>	Swap Meet Services	March 20, 2012, 3:00 PM	Not Applicable	<a href="#">Wanda Pleasant</a>
<a href="#">RFP 12-39</a>	Digital Copier Program	April 19, 2012, 3:00 PM	March 29, 2012, 10:00 AM	<a href="#">Pam Ferreira</a>
<a href="#">RFP 12-31</a>	Temporary Personnel Agency Services	May 3, 2012, 3:00 PM	April 3, 2012, 10:00 AM	<a href="#">Jeffery Austin</a>
<a href="#">RFP 12-38</a>	Furniture and Related Services	April 13, 2012, 3:00 PM	March 26, 2012, 10:00 AM	<a href="#">Georgia Coats</a>
<a href="#">RFP 12-23</a>	Debt Management Software	Feb 29, 2012, 3:00 PM	Not Applicable	<a href="#">Pam Ferreira</a>

<a href="#">RFP 12-22</a>	Print Services	Feb 2, 2012, 3:00 PM	Not Applicable	<a href="#">Pam Ferreira</a>
<a href="#">RFP 12-13</a>	Structured Cabling Services	Dec 7, 2011, 3:00 PM	Nov 16, 2011, 10:00 AM	<a href="#">Pam Ferreira</a>
<a href="#">RFP 11-37</a>	Promotional Products, Awards and Apparel	Nov 16, 2011, 3:00 PM	Oct 27, 2011, 10:00 AM	<a href="#">Renee Alonzo</a>
<a href="#">RFQ 12-41</a>	Real Estate Broker Services	April 26, 2012, 3:00 PM	Not Applicable	<a href="#">Shiela Perla</a>
<a href="#">RFQ 12-27</a>	Third Party Energy Audit Services	April 5, 2012, 2:00 PM	Not Applicable	<a href="#">Georgia Coats</a>
<a href="#">RFQ 12-20</a>	Design Build Services for Southeast College Parking Facility	Jan 12, 2012, 2:00 PM	Dec 13, 2011, 2:00 PM	<a href="#">Shiela Perla</a>

NOTE: Please see definitions of Blackout Period and Prohibited Communications as defined in the Procurement Operations Manual noted below.

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### **Blackout Period**

This period includes each day during which any procurement with HCC is pending - from the day it is first advertised through the day the contract documents are signed by all parties. During a Blackout Period, no HCC trustee and no Vendor shall communicate in any way concerning any pending Solicitation involving that Vendor, subject to the penalties stated herein.

No HCC trustee and no Vendor shall communicate in any way concerning any Solicitation that is pending from the day it is first advertised through the day the contract documents are signed by all parties. This period is the "Blackout Period." Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to a trustee and all applicable federal and state laws and regulations, local ordinances, board policies and these procedures with respect to their conduct as public officials involved in the procurement process. With regard to a vendor, violation of the Blackout Period is grounds for disqualification from a pending Solicitation and from any future Solicitations with HCC.

### **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding this solicitation or any other invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, subcontractor to vendor, service provider, proposer, Offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed from the day the solicitation is first advertised through the day the contract documents are signed by all parties. During this period, no HCC Trustee and no vendor shall communicate in any way concerning any pending Solicitation involving the Vendor, subject to the penalties stated herein.

In the event the Board refers the recommendation back to the staff for reconsideration, the communication prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor vendor, service provider, bidder, offeror, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders,

vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.