

---

## Solicitation Amendment No. 001

Page 1 of 2

<b>To:</b>	<b>Date:</b>
Prospective Bidder / Offeror:	July 28, 2017
<b>Project Title:</b>	<b>Project No.:</b>
Project Portfolio Management Application (PPM)	RFP 17-68
Description of Solicitation Amendment:  The Solicitation for <u>Project Portfolio Management Application (PPM)</u> (Project # RFP 17-68) is hereby amended as set forth on page 2 of this document.  Except as provided herein, all items and conditions of the solicitation remain unchanged and in full force and effect.	
<b>Acknowledgement of Amendment No. 01 by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

---

July 28, 2017

**RFP 17-68 - Project Portfolio Management Application (PPM)**

**The following sections of the referenced RFP are hereby amended to include the following information:**

---

RFP Section 4.4.e (Tab 3), subsection viii (page 15 of 38)

“Student Internship” is hereby deleted in its entirety from this section.

RFP Section 4.4.j (Tab 8) (page 17 of 38)

“Student Internship” is hereby added to this section as modified under a new subsection iii, to include the following:

Student Internship: HCC is expanding its student internship program. Proposers are encouraged to describe how they envision using HCC students as part of their delivered service to support the application of relevant educational programs as aligned with real world work experience. Proposers willing to participate in this educational enrichment opportunity should provide the following information in the proposal response:

1. Number of HCC students proposed to be used as student interns in delivering the scope of services as defined in this RFP.
2. Proposed task and objectives that HCC student interns shall perform under the resulting contract.
3. Proposed number of hours and length of engagement for HCC student interns shall perform under the resulting contract.
4. Proposed work location where HCC student interns shall perform under the resulting contract. If not on site as part of the project team, any proposed work locations must be within Houston, Texas given student class schedules.
5. Proposed mentor/representative that will be responsible in working with and leading HCC student interns under the resulting contract.

RFP Section 5.16 (page 21 of 38)

“Internship Program” is hereby deleted and replaced with the following:

Internship Program:

HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. At the sole discretion of the vendor, the internship opportunity may be paid or unpaid and shall be intended to serve as a relevant and meaningful educational enrichment opportunity for the HCC students involved. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.

For additional information regarding the internship program, please contact Mr. Miguel San Juan, Executive Director of External and Institutional Initiatives at 713-718-8035.