



CITY OF HOUSTON

Annise D. Parker

Mayor

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<http://purchasing.houstontx.gov>

November 1, 2013

SUBJECT: Letter of Clarification No. 1

Citywide Enterprise Risk Management (ERM) and Control Self-Assessment Services for the Finance Department

REFERENCE: Request for Proposal No. S46-T24797

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

• **To revise the above referenced solicitation as follows:**

1. Extend the Proposal Due Date to Thursday, November 14, 2013 at 2:00 p.m.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal please contact me at 832-393-8704.


Eric Alexander
Senior Procurement Specialist



Memorandum

To: Anna Russell – City Secretary

From: Calvin D. Wells, Deputy Director
City Purchasing Agent
Strategic Purchasing Division

Date: November 1, 2013

Subject: Extension of Request for Proposal (RFP)

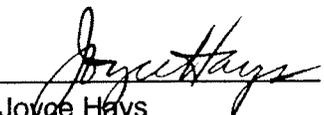
RE: ***Citywide Enterprise Risk Management (ERM) and Control
Self-Assessment Services for the Finance Department –
S46-T24797***

It is requested that the proposal due date for the subject contract be extended from November 7, 2013 until November 14, 2013.

Due to revisions in the bidding documents, it is necessary to extend the bid opening date so that all prospective bidders will have sufficient time to file bids.

JH/ea

RECEIVED
NOV - 1 2013
CITY SECRETARY


Joyce Hays
Senior Procurement Specialist