



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

Carolyn Hanahan
Acting Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.393.9127
F. 832.393.8755
<https://purchasing.houstontx.gov>

February 10, 2016

SUBJECT: Letter of Clarification No. 1
Disparity Study

REFERENCE: RFP No.: S33-T25658

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To provide all prospective respondents with teleconference access to the pre-proposal conference scheduled for Friday, February 19, 2016 at 9:00 a.m. CST.

Please dial: **832.395.1146**

2. Notify all prospective respondents of the following:
 - a. The sample data has been removed from the solicitation website.
 - b. In accordance with solicitation S33-T25658, page 5, Section 2.0 entitled "Study Overview"; subsection 2.4, proposers may contact Conley Jackson at conley.jackson@cityofhouston.gov or at 832.393.8733 to obtain access to the representative sample data. This data will be used by proposers to comply with the requirements of Section 2.4.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation 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 Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Conley Jackson", followed by a horizontal line.

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

END OF LETTER OF CLARIFICATION 1