



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone - Dial 311
www.houstontx.gov
<http://purchasing.houstontx.gov>

May 27, 2014

SUBJECT: Letter of Clarification No. 1
Employment Verification for the City of Houston

REFERENCE: Informal Request for Proposal No. S30-I00319

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, May 29, 2014 at 11:00 a.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 832-393-8736.

Richard Morris

Senior Procurement Specialist