



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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April 1, 2013

SUBJECT: Letter of Clarification No. 1 Citywide Procurement &
Procure-to-Pay Process Improvement for the Finance Department

REFERENCE: Request for Proposal No. S29-Q24555

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

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

1. Page 1, Paragraph 4, Provision pertaining to STATEMENT OF QUALIFICATIONS DUE DATE/TIME: ~~Tuesday, April 9, 2013 at 2:00 P.M., CST~~ shall be revised and extended to read as follows: Tuesday, April 16, 2013 at 2:00 P.M., CST.

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 their proposal.

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

Douglas Moore

Douglas Moore
Deputy Assistant Director
Strategic Purchasing Division
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END OF LETTER OF CLARIFICATION 1

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