



CITY OF HOUSTON
Legal Department

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March 15, 2013

SUBJECT: Letter of Clarification No. 2 Delinquent Ad Valorem Tax Collection Contract
for Legal Department

REFERENCE: Request for Proposal (RFP) No. S00-T24554

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- **To update the RFP to include the following provision regarding "Quiet Period/No Contact" during this solicitation. This update is hereby incorporated and made a part of the Request for Proposal:**

QUIET PERIOD

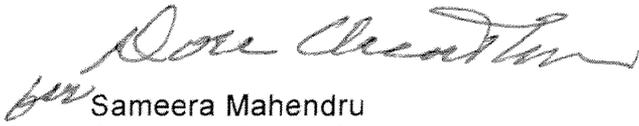
All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from bidder's formal response to the solicitation, communications publicly made during the official pre-bid conference, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action.

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members.

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.

**LETTER OF CLARIFICATION 2
DELINQUENT AD VALOREM TAX COLLECTION SERVICES
SOLICITATION NO. S46-T24554**

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



for Sameera Mahendru
Senior Assistant City Attorney
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**LETTER OF CLARIFICATION 2
DELINQUENT AD VALOREM TAX COLLECTION SERVICES
SOLICITATION NO. S46-T24554**

END OF LETTER OF CLARIFICATION 2