



CITY OF HOUSTON

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Mayor

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January 3, 2014

SUBJECT: Letter of Clarification No. 1

REFERENCE: Request for Proposal No. S10-T24689

INSURANCE BROKER OF RECORD SERVICES FOR THE
ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons, and are hereby incorporated and made a part of the Request for Proposal (RFP):

- Page 1 of 75, the Pre-Proposal Conference date has been **revised**, and shall now read:

"Pre-Proposal Conference: Friday, January 17, 2014, 9-11:00 a.m. at 900 Bagby, City Hall Annex Basement Level in Conference Room No. 1."

- Article 4.0, Section 4.1, Additional Information and Specification Changes, page 2 of 75, the following Provision has been **revised**, and now shall read:

4.1 "Requests for additional information and questions should be addressed to the Finance Department, Strategic Purchasing Division buyer, Greg Hubbard, telephone: 832.393.8748, facsimile 832.393.8759, (or) the preferred e-mail method: Greg.Hubbard@houstontx.gov, no later than Monday, January 20, 2014 by 5:00 p.m. CST. The City of Houston shall provide a written response to all questions received in writing before the submittal deadline. Questions received from all Proposer(s) shall be answered and sent to all Proposer(s) who are listed as having obtained the RFP. Proposer(s) shall be notified in writing of any changes in the specifications contained in this RFP."

- Article 8.0, Section 8.2, Procurement Timeline Event, page 14 of 75, the following Table has been **revised**, and now shall read:

<u>8.2</u>	<u>EVENT</u>	<u>DATE</u>
	Date of RFP Issued	January 3, 2014
	Pre-Proposal Conference (9 a.m.)	January 17, 2014
	Questions from Proposers Due to City (5 p.m. CST)	January 20, 2014
	Proposals Due from Offeror(s) (2 p.m. CST)	January 30, 2014
	Contract Preparation and Notification of Intent to Award (Estimated)	May 2, 2014
	Council Agenda Date (Estimated)	June 11, 2014
	Contract Start Date	About July 1, 2014

When issued, Letter(s) of Clarification shall automatically become a part of the RFP documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this RFP.

If you should have any questions or if further clarification is needed regarding this Proposal, please contact Greg Hubbard at greg.hubbard@houstontx.gov, or at 832.393.8748.

Sincerely,

Greg Hubbard

Greg Hubbard
Senior Procurement Specialist
Houston, Texas 77002
Phone: 832.393.8748

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