



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>

January 22, 2014

SUBJECT: Letter of Clarification No. 2

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 is hereby incorporated and made a part of the Request for Proposal (RFP):

- The RFP due date has been extended from **January 30, 2014** to **February 13, 2014** so that all prospective Proposers will have sufficient time to submit their respective Proposals.
- Article 8.0, Section 8.2, Procurement Timeline Event, page 14, the following Table has been **revised**, and now shall read:

8.2	<i>EVENT</i>	<i>DATE</i>
	<i>Date of RFP Issued</i>	<i>January 3, 2014</i>
	<i>Pre-Proposal Conference (9 a.m.)</i>	<i>January 17, 2014</i>
	<i>Questions from Proposers Due to City (3 p.m. CST)</i>	<i>January 28, 2014</i>
	<i>Proposals Due from Proposers (2 p.m. CST)</i>	<i>February 13, 2014</i>
	<i>Contract Notification Intent to Award (Estimated)</i>	<i>May 16, 2014</i>
	<i>Council Agenda Date (Estimated)</i>	<i>June 11, 2014</i>
	<i>Contract Start Date</i>	<i>About July 1, 2014</i>

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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