



CITY OF HOUSTON

Annise D. Parker
Mayor

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

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

August 28, 2013

SUBJECT: Letter of Clarification No. 1 Third Party Administrator for Self-Funded Medical and/or Pharmacy Benefits Plans for the City Of Houston

REFERENCE: Request for Proposal No. S37-T24702

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- **To change the specifications as shown below:**

1. Attachment COH TPA_PBM RFP Introduction.docx, shall be revised to read as follows:

SPECIAL INSTRUCTIONS TO PROPOSER(S), UNIFORM INSTRUCTIONS TO PROPOSER(S)
and GENERAL TERMS AND CONDITIONS

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 non-technical questions regarding this Request for Proposal, please contact me at joyce.hays@houstontx.gov or 832-393-8723. All other questions related to Third Party Administration of a medical network management and / or pharmacy benefit management plan(s) should be posted via the Proposal Tech website at the following link:

(<https://www.proposaltech.com/home/app.php/register>)

If Proposers have any questions with the posting process, they can contact Proposal Tech support at **877-211-8316 x84**.

Sincerely,

Joyce Hays

Joyce Hays
Senior Procurement Specialist
Strategic Purchasing Division

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END OF LETTER OF CLARIFICATION 1