



CITY OF HOUSTON

Annise D. Parker

Mayor

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September 16, 2013

SUBJECT: Letter of Clarification No. **13** 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

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.

NOTE: As discussed during the Pre-Proposal Conference and in Letter of Clarification 12, due to the extremely tight timeline involved with this RFP process and its implementation, an extension of the due date is not a consideration. The current due date remains: **September 26, 2013 at 12:00 P.M., CST.** Delivery address for 11 hard copies and CD Roms is:

**City Secretary's Office
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002**

END OF LETTER OF CLARIFICATION 13

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources