



CITY OF HOUSTON

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Mayor

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January 8, 2014

SUBJECT: Letter of Clarification No. **13** Request for Proposal for
Human Resources Consulting Services and Data Warehouse

REFERENCE: Request for Proposal No. S37-T24838

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

Subject: "Quiet Period" Relating to Procurement for TPA on City Medical Plan

In an effort to ensure the integrity of its procurement processes, approximately two years ago the City adopted a Procurement Manual which included, amongst many other things, the imposition of a "quiet period" or "no contact period," which prohibits lobbying of city staff and elected officials relative to a particular procurement from the date of publication of the solicitation to the time that an agenda item is posted for contract award. In that connection, the following provision was included in the RFP for the medical plan procurement:

"10.0 NO CONTACT PERIOD:

10.1 Neither Proposer(s) nor any person acting on Proposer(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 participants. 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 Proposer's formal response to the solicitation, communications publicly made during the official pre-proposal conference, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposer(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 Proposer. However, nothing in this paragraph shall prevent a Proposer 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.”

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.

Sincerely,

Gerri R. Walker

Gerri R. Walker

Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 13