



CITY OF HOUSTON

Annise D. Parker

Mayor

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January 9, 2014

SUBJECT: Letter of Clarification No. **14** Request for Proposal for
Human Resources Consulting and Data Warehouse

REFERENCE: Request for Proposal No. S37-T24838

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:

Question: We would like to request an extension to the RFP deadline.

Answer:

- (1) There will be a one-week extension to the current RFP submission deadline.
The new due date is **Thursday, January 23, 2014, 2:00 pm (CST)**.
- (2) Questions will not be accepted after **11:00 am CST, Friday, January 10, 2014**, as stated in the RFP.
- (3) Answers to all outstanding questions will be posted, **Tuesday, January 14, 2014**.

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

Attachment: Revised page 1

END OF LETTER OF CLARIFICATION 14

<p>STRATEGIC PURCHASING DIVISION</p>	<p>CITY OF HOUSTON, TEXAS NOTICE OF REQUEST FOR PROPOSAL (RFP) SOLICITATION NO.: S37-T24838</p>	<p><i>"PARTNERING TO BETTER SERVE HOUSTON"</i></p>
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NIGP CODE: 918-40

SOLICITATION DUE DATE/TIME: January 023, 2014 at 2:00 P.M., CST

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

DESCRIPTION: CONSULTING SERVICES and DATA WAREHOUSE
for the
HUMAN RESOURCES DEPARTMENT

PRE-PROPOSAL CONFERENCE:	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>12/17/2013</td> <td>9:30 A.M.</td> </tr> </tbody> </table>	Date	Time	12/17/2013	9:30 A.M.	Location 611 Walker Street, Houston, TX 77002, Garden Level Auditorium
Date	Time					
12/17/2013	9:30 A.M.					

In accordance with T.L.G.C. § Chapter 252, competitive sealed Proposals for the services specified will be received by the City Secretary's Office of the City of Houston at the above specified location, until the time and date cited. Offers must be in the actual possession of the City Secretary's Office on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Proposer's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Solicitation Contact Person:

JOYCE HAYS

Name

joyce.hays@houstontx.gov

E-Mail Address

City Purchasing Agent

12/12/2013

Date