



CITY OF HOUSTON

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Mayor

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January 14, 2014

SUBJECT: Letter of Clarification No. 17 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:

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

Question: Under Safety Consulting for WC, there are 12 initiatives listed. Have these initiatives ever been addressed / provided before, and if so, by whom. What are the fees (including expenses) charged for each of those initiatives where previously provided?

1. Audit and evaluate City and Departmental health and safety programs;

Answer: The City's WC Safety/Health programs have not been addressed within the last five years. These services may be requested within the upcoming contract period.

2. Investigate the utility of a Citywide Behavior-Based Safety program and promotional incentives;

Answer: A City-wide Behavior-based Safety program has not been addressed or provided within the last five years. These services may be requested within the upcoming contract period.

3. Conduct a municipal Peer Review of the HR Safety Divisions processes and programs;

Answer: A Peer Review of the HR Safety Division's processes and programs has not be addressed or provided within the last five years. These services may be requested within the upcoming contract period.

4. Provide guidance on long-term vision and goal-setting for HR's Safety staff;

Answer: This has not been requested of consultants within the last five years, however, the Safety staff is managing these initiatives. These services may be requested within the upcoming contract period.

5. Evaluate overall safety organizational culture and structure within the City;

Answer: An evaluation of the overall organizational culture and structure has not been performed within the last five years. These services may be requested within the upcoming contract period.

6. Assist in developing educational opportunities in safety;

Answer: This has not been requested of consultants within the last five years, however, the Safety staff is managing these initiatives. These services may be requested within the upcoming contract period.

7. Assist in developing City wide promotional campaigns for safety awareness;

Answer: A Citywide safety awareness promotional campaign promotional has not been developed or implemented within the last five years. These services may be requested within the upcoming contract period.

8. Audit and evaluate emergency preparedness and response capabilities in the City;

Answer: This has not been requested of consultants within the last five years, however, the Safety staff is managing these initiatives. These services may be requested within the upcoming contract period.

9. Conduct trend analysis on City injuries and accidents;

Answer: Information about prior trend analysis data and costs of City injuries and accidents will be available by Thursday, January 16, 2014.

10. Establish a Citywide safety internship program with Universities and Colleges possessing a strong Environmental and Occupational Health and Safety course curriculum;

Answer: Establishing a Citywide safety internship program with universities and colleges has not addressed within the last five years. These services may be requested within the upcoming contract period.

11. Conduct benchmarking analysis on incidents/injuries and Workers' Compensation costs that compares the City of Houston with other similar municipalities; and

Answer: A benchmarking analysis of incident/injuries and Workers' Compensations costs that compares the City of Houston with similar municipalities has not been addressed or provided within the last five years. These services may be requested within the upcoming contract period.

12. Assist in developing branding, marketing, and a rollout plan for HR Safety's Workplace Health and Safety Assessment program, Workers' Compensation Dashboard, and employee safety training and certification programs.

Answer: This has not been requested of consultants within the last five years, however, the Safety staff is managing these initiatives. These services may be requested within the upcoming contract period. These services may be requested within the upcoming contract period.

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 17