



January 13, 2014

SUBJECT: Letter of Clarification No. **19** 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 (RFP):**

Question: Can a MWBE firm subcontract on proposals with more than one prime?

Answer: Yes

Question: We understand that the City would like proposals in a certain format and in a specified order. Generating the proposal from the Proposal Tech will not provide the proposal in the format that is required as stated in 3.2 Proposal Format, such as page numbers. Please confirm if the Proposal Tech document can be mirrored with the proposer's own native document to include formatting and page numbers, or if the proposers should generate their response online via Proposal Tech.

Answer: This Letter of Clarification 19 is confirmation that your proposal must be completed on Proposal Tech website and that your printed proposal from Proposal Tech can be formatted. If you need assistance in printing your Proposal Tech document, call Proposal Tech support at (877) 211-8316 option 4.

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 19