



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

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December 27, 2013

**SUBJECT:** Letter of Clarification No. 5 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):

1. **Question:** Would you be able to provide the most recent full year's consulting fees by service? Additionally, we want to do our best to work with an MWBE and coordinate our services. Would you be able to provide the MWBE(s) that have most recently been involved with the consulting/actuarial services as well as the workers compensation services? We appreciate other recommendations you have around MWBE coordination.

**Answer:** Please see the attachment entitled "HR Consulting Fees Paid and Services Rendered."

**Per your request, the following MWBEs have been utilized:**

- Premier Printing & Letter Service, Inc., d/b/a The Premier Company
- Foundation Strategies, Inc.
- Injury Management Organization
- Protectors Insurance and Financial Services, LLC
- Professional Safety & Risk Management Consultants, LLC

Request for Proposal No. S37-T24838

More information can be found on M/WBEs in the M/WBE Directory at <https://houston.mwdb.com/FrontEnd/VendorSearchPublic.asp?XID=1926&TN=houston>. For assistance, contact Velma Laws at [velma.laws@houstontx.gov](mailto:velma.laws@houstontx.gov).

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 5**