



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

P.O. Box 1562  
Houston, Texas 77251-1562

Telephone - Dial 311  
[www.houstontx.gov](http://www.houstontx.gov)  
<http://purchasing.houstontx.gov>

January 7, 2014

**SUBJECT:** Letter of Clarification No. 7 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:** Please provide the cost of the current contract for the Workers' Compensation consulting services provided by Aon for:

- 1) WC Claims Auditing
- 2) WC Actuarial Valuation
- 3) WC Network Development
- 4) WC Network Management
- 5) WC Safety Consulting

**Answer:** 115271 AON – WC Actuarial Services \$6,700  
137286 ESIS, INC – WC Third Party Administrator Audit Services \$24,550

**Question:** I would also like to request a copy of the most recent reports generated from those consulting services as well:

- 1) WC Claims Auditing
  - a. Annual TPA Audit 9/30/2013
  - b. Quarterly TPA Benchmarking
- 2) WC Actuarial Valuation
  - a. Annual Actuarial Report 9/30/2013
  - b. Detailed WC loss run (excel format)
  - c. WC exposure data such as payroll for current and prior periods
  - d. WC frequency, paid, and incurred loss development triangles (if not included in the actuarial report)

- 3) WC Network Development
  - a. WC Healthcare Network (HCN) Request for Proposal
  - b. WC Healthcare Network (HCN) Evaluation of Proposals (if any were received)
- 4) WC Network Management
  - a. NA. A HCN is not in place.  
**Answer:** Not applicable to the City of Houston.
- 5) WC Safety Consulting
  - a. WC Health and Safety Audits completed in the past year
  - b. WC Loss Control Analytics / Metrics reports including cause/nature/part, root cause analysis, etc.  
**Answer:** Please see file name WC Actuarial Valuation (Loss Run June 30, 2013)
  - c. WC Benchmarking analysis of incidents / injuries and WC completed in the past year
  - d. List and Description of Major Departments at the City of Houston and employee count per department.  
**Answer:** Please reference the city of Houston website at <http://www.houstontx.gov/> with the requested department information.

**Answer: The requested information, with the exception of those with answers above, is being submitted to the Attorney General Office for a ruling on whether the requested information is open to the public under the Public Information Act.**

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 7**