



December 17, 2014

**SUBJECT: Letter of Clarification No. 12 Self- Insured Workers' Compensation
Third Party Administration & Related Services**

REFERENCE: Request for Proposal (RFP) No. S66-T25102

TO: All Prospective Proposers

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.

Question:

Who is the City's current Medical Advisor?

Is there a job description for the Medical Advisor position that you could provide or list the tasks involved?

Is this an employee of the City or a sub-contractor?

Answer:

- Dr. Robert S. Conte
City of Houston Medical Advisor
Corporate Healthcare Management
199 Lakeview Circle
Montgomery Texas 77356
- No Known Job description identified.

Listed below are a few of the identified task performed by the Medical Advisor.

Sub-contracting Task involved

- Employee Respirator and Fit Test approval

- WC Medical case review
 - General Medical issues consulting
 - TDI system consulting
 - Safety medical consulting
- Review and recommendation of RCA's to City Council

Sincerely,

Kim A. Smith

Division Manager Risk Management, Workers' Compensation