



December 17, 2014

**SUBJECT: Letter of Clarification No. 19 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:**

Is off-site file storage involved and does the City require the vendor to pay for file storage? If so, what is the current cost and number of boxes?

**Answer:**

Yes, there is offsite file storage.  
There is a monthly fee of \$1,561 for approximately 3,500 boxes.

Sincerely,

Kim Smith

Department of Workers' Compensation Division