



# CITY OF HOUSTON

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December 17, 2014

**SUBJECT: Letter of Clarification No. 57-60 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.

**57. Question:**

With regard to the 24% minority vendor requirement, is this limited to specific services?  
Is bill review a viable option for attaining, or contributing, to the 24% requirement?

**57. Answer:**

The City will view and consider all proposals for services provided.

This RFP seeks to align the City with a TPA to handle claims and provide related services for its self-insured workers' compensation program. The City reserves the right to bundle and unbundle services proposed. The proposer should price services with sufficient detail, as City will retain the right to bundle and unbundle services during the contract term.

MWBE requirements are not limited to any specific services.

Bill Review is one of many different options of attaining contribution to the required 24% MWBE total spend.

**58. Question:**

Regarding vendors - both minority and other - does the City contract separately with those vendors?  
If not, what is the City's expectation of the TPA for insurance requirements, indemnification and management of those vendors?

**58. Answer:**

The City does not contract vendor services separately but expects the TPA to contract and solicit the service that best fits the City's needs.

The TPA is open to their own agreements and contract requirements for any of their vendor's services, indemnification requirements and management of those vendors? Insurance requirements need to meet and or succeed any requirements mandated for vendors to work on City property.

**59. Question:**

Must all minority vendors be registered with the City of Houston's Office of Business Opportunity to be considered viable candidates for use to satisfy the City's 24% requirement?

**59. Answer:**

Yes

Any minority vendors can register with the City and be approved in a reasonable short time.

The TPAs plans to utilize those vendors to reach their 24% MWBE spend, should be documented on their plan. All possible MWBE vendors should make efforts to establish certification from the City.

It should clearly state that the vendor is in progress of City approval but not approved as per the plan (date.)

**60. Question:**

These two questions are regarding the loss data provided in the Excel format under the title of "8735 COH Detail Claim Listing".

Can the City provide the loss data in this format with the same columns of information for open claims prior to 07/01/11?

Also can the loss data provided and the data being possibly sent (data on open claims prior to 07/01/11) be broken down by department?

**60. Answer:**

In response to your questions, we have posted an additional loss run with your requested information titled, "*Detailed Claims Listing of Open Claims*"

Sincerely,

Kim Smith

Department of Workers' Compensation Division