



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

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January 20, 2015

**SUBJECT: Letter of Clarification No. 79-80 Self- Insured Workers' Compensation Third Party Administration & Related Services**

**REFERENCE: Request for Proposal (RFP) No. S66-25102**

**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.

**79. Question:**

For Section 8.0- System - 8.25 -

Please define bank account maintenance?

Is the City using a client owned bank account?

Can you describe the current "bank account maintenance" being provided?

**79. Answer:**

Payment of Benefits, Allocated Loss Adjustment Expenses and Direct Allocation Legal Expenses will be made by the TPA from a fiduciary positive pay control disbursement account established in the name of the TPA ("TPA's Account") in a bank to be jointly designated by the TPA and the City Controller. The TPA's Account shall be used only for the purpose of payments cited above and for the deposit of refunds and subrogation recoveries.

**80. Question:**

In the Exhibit III form "List of Previous and Current and Proposed Subcontractors" in the line Contract Name/Title should the word "Contract" be changed to "Contact"?

**80. Answer:**

The contact name goes on line one of Exhibit III. The name of the contract (or client name) goes in the fourth line.

Sincerely,

Kim A. Smith

Division Manager Risk Management, Workers' Compensation