



# 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)

October 1, 2014

**SUBJECT:** Letter of Clarification **No. 1.** City of Houston Human Resources  
Voluntary Short-Term Disability Insurance RFP

**REFERENCE:** Request for Proposal (RFP) No. S37-T25197

**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 1:**

**Is Segal the current broker on this business or is this an open bid for any broker/consultant to submit a proposal with a carrier?**

**Answer:** Segal is the consultant hired by the City of Houston to assist with the RFP. This RFP is inviting all qualified firms to submit proposals for Voluntary Group Short-Term Disability Insurance for active full-time employees.

Sincerely,

*Gerri R. Walker*

Gerri R. Walker  
Assistant Director, Human Resources