



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

**Annise D. Parker**

Mayor

Lourdes Coss  
Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

May 29, 2015

**SUBJECT:** Letter of Clarification No. 1

**REFERENCE:** Request for Proposal No. S10-T25436

FOUNDATIONAL CITYWIDE COMPLIANCE RISK ASSESSMENT

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- The Pre-Proposal meeting Roster has been uploaded to this solicitation e-Bid website.
- **The following question and City of Houston response is hereby incorporated and made a part of the Request for Proposal:**

**1. Proposer Question:** "Does a subcontractor have to be certified as an M/WBE prior to the issuance of a Solicitation, or if certification must be in place prior to the submission of a Proposal to a Prime's RFP? Would you please clarify for me?"

**COH Answer:** "The company being used towards the goal must be certified by the time of award in order for the Prime to receive credit towards the goal at the inception of the project."

When issued, Letter(s) of Clarification shall automatically become a part of the RFP documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this RFP.

If you should have any questions or if further clarification is needed regarding this Proposal, please contact Greg Hubbard at [greg.hubbard@houstontx.gov](mailto:greg.hubbard@houstontx.gov), or at 832.393.8748.

Sincerely,

A handwritten signature in cursive script that reads "Greg Hubbard".

Greg Hubbard  
Senior Staff Analyst/Finance-SPD  
Houston, Texas 77002  
Phone: 832.393.8748

GH:CDW:gh

Handwritten initials "CDW" in a stylized, cursive font, enclosed within a circular scribble.

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
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