



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

**Annise D. Parker**

Mayor

Carolyn Hanahan,  
 Acting Chief Procurement Officer  
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**September 18, 2015**

**SUBJECT: Letter of Clarification No. 5**  
**REFERENCE: RFP: S69-T25538 Voluntary Supplemental Insurance**  
**TO: All Prospective Proposers**

**CLARIFICATION NO. 5**

**FOR**

**REFERENCE: SOLICITATION: S69-T25538**  
**REQUEST FOR PROPOSAL (RFP) FOR VOLUNTARY SUPPLEMENTAL INSURANCE**

**For which responses for clarification are scheduled to be received to the Finance Department Strategic Procurement Division, 2:00 p.m., Central Time on September 18, 2015.**

**The following changes and/or revisions are incorporated into the above referenced RFP Document a noted. All other provisions and requirements as originally set forth remain enforce and are binding.**

- The following questions and requests for clarification were submitted in accordance with the instructions provided, Communications between the City and Respondents. The City's response (**in bold italics**) follows each question or request for clarification in the table below:

**CLARIFICATIONS TO QUESTIONS**

<b>Question 1:</b>	<i>Does the City of Houston claim premium tax exemption for supplemental insurance?</i>
<b>COH Response:</b>	<b><i>No. The city does not claim premium tax exemption.</i></b>
<b>Question 2:</b>	<i>What onsite enrollment support is required for Supplemental Insurance? Is it just for annual enrollment meetings, and/or new hire orientations? Are meetings in group settings, or is there requirement for one on one, face to face meeting?</i>
<b>COH Response:</b>	<b><i>The onsite support was required for the open enrollment informational meetings only. The vendor representatives answered questions, and</i></b>

	<b>employees received one-on-one enrollments. No additional onsite support was required. The vendor representative will not attend the new hire orientation. However, during the new hire presentation, product information is disseminated on the supplemental insurance products and employees are referred to the vendors' website to get information on the supplemental insurance products. All employee interfaces from this point are handled by the vendor. New employee information sessions are given daily Monday-Thursday.</b>
<b>Question 3:</b>	<i>Can you provide last year's enrollment schedule, or answer the following? How many annual enrollment meetings/new hire orientations are there, and do they occur separately or concurrently?</i>
<b>COH Response:</b>	<b><i>There were over 100 Open Enrollment meetings last year. While the city has routinely held group employee meetings, the city is not making a commitment to schedule and facilitate meetings in the future. The vendor representative will not attend the new hire orientation, see question #2 for more information.</i></b>
<b>Question 4:</b>	<i>Please clarify if we should print and seal separately our rate responses within the Proposal Tech 12.4.4 Cost Quotation. 6.1 #7 Packaging and Labeling "...The Price Proposal shall be submitted in a separate sealed envelope. The envelope shall clearly identify the content as "Price Proposal"....</i>
<b>COH Response:</b>	<b><i>Yes, the price proposal shall be submitted in a separate sealed envelope that clearly identifies the content.</i></b>
<b>Question 5:</b>	<i>Submission of Proposal Please clarify the contents of the proposal binders which must be submitted. Part V, Section B indicates the 5 tabs and items to be included, but there is no mention of the actual sections of the proposal which are being completed online. Are these supposed to be printed and included as other tabs of the proposal binders, or is it just limited to the 5 items outlined in this section?</i>
<b>COH Response:</b>	<b><i>Vendors are required to submit printed copies (see RFP Section 6.1.1.1) of the completed proposal on ProposalTech which should be inclusive of the five required forms.</i></b>

**END OF CLARIFICATION NO. 5**

Should you have any additional questions or request further clarification regarding this proposal, please contact Regina Spencer at [regina.spencer@houstontx.gov](mailto:regina.spencer@houstontx.gov) or at (832) 393-8707.

Sincerely,

*Regina Spencer*

Regina Spencer  
Sr. Procurement Specialist

CH/rrs

*Partnering to better serve Houston*

cc: File

*Partnering to better serve Houston*

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