



CITY OF HOUSTON

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Mayor

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September 8, 2015

SUBJECT: Letter of Clarification No. 1 City of Houston Human Resources Department “Flexible Spending Accounts Program Administration” RFP

REFERENCE: Request for Proposal No. S66-T25539

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 they have 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.

Listed below are the plan design features for the City of Houston’s Dependent Care Reimbursement Program and that are incorporated in the sample contract:

- Maximum annual contribution: \$5,000
- Minimum annual contribution: \$99.84
- Maximum Bi-weekly contribution of \$208.33
- Minimum Bi-weekly contribution of \$4.16
- FSA administrator provides a Mobile App that allows for account balance verification and submittal of receipts for claims processing
- Notifications and alerts to members through mail and mobile devices via a valid email or phone number

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 1