



CITY OF HOUSTON

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Mayor

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September 17, 2015

SUBJECT: Letter of Clarification No. 2 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.

QUESTION #1: In your RFP your salary reductions are made bi-weekly from employees’ paychecks. Does this indicate that the City is providing those reductions on a bi-weekly basis to the FSA vendor?

ANSWER: Yes, the City of Houston sends the bi-weekly deductions to the FSA vendor on a bi-weekly basis.

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 2