



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

**Sylvester Turner**

Mayor

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March 21, 2016

**SUBJECT:** Letter of Clarification No. 3  
Financial Advisory Services

**REFERENCE:** RFP No.: S33-T25656

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reasons:**

1. Provide a response to the following question.

**RFP  
Section**

1. **Question** If a firm is in the process of going through the registration process as a M/WBE, can that firm still partner on the submission and be listed as a M/WBE firm for the purposes of the proposal? If so, by when would that firm need to have completed registration?  
**Response** The firm must be certified at the time of submission in order for the prime to get credit to meeting the goal. If the firm is not certified then they should not be listed to satisfy the MWBE goal on the contract. No certification = no Credit.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation 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 Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Handwritten signature of Conley Jackson in cursive.

Conley Jackson  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8733

**END OF LETTER OF CLARIFICATION 3**

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos  
Mike Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda K. Edwards Jack Christie  
**Controller:** Chris B. Brown