



# CITY OF HOUSTON

FINANCE DEPARTMENT  
Strategic Procurement Division

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March 30, 2016

**Subject: Third Party Administrator (TPA) Services for Long Term Disability  
Letter of Clarification No. 1**

**Reference: Request for Proposal (RFP) No. S66-T25683**

**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 it has 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.

Please see the following questions from vendors and the City's responses, which are in blue:

1. Please confirm if hard copy and thumb drive responses are due on April 11, the same date as the online ProposalTech response submission. **Yes, confirming the RFP hard copy, thumb drives and the online ProposalTech response submissions are all due on April 11, 2:00 pm (CST).**

Regards,

Handwritten signature of Shannon Pleasant in blue ink.

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