



DATE: August 6, 2020
SUBJECT: Pre-Proposal Meeting Instructions
RE: Executive Search Firm RFP
TO: All Prospective Proposers

Houston First Corporation will hold a Pre-Proposal Meeting for the benefit of all prospective Proposers at **10:00 a.m.** on **August 12, 2020**, as stated in the referenced Executive Search Firm RFP.

Any Proposer who plans to attend the videoconference will need to register in advance by using the following link: https://zoom.us/meeting/register/tJYrc-urrzktHtA-m1NI_XjyLTutwHma0RIF

After registering, Proposers will receive a confirmation email containing information about joining the meeting.

Houston First Corporation thanks all prospective Proposers for their continued interest.