



**DATE:** February 5, 2018  
**SUBJECT:** Letter of Clarification #2  
**RE:** Insurance Marketing Services RFP  
**TO:** All Prospective Proposers

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the aforementioned Insurance Marketing Services RFP to answer the following questions timely received:

### **Questions and Answers**

**Question 1:** May we submit a proposal if we are non-resident licensed in Texas but do not have a local office?

Answer: Yes. Out-of-state proposers are welcome to submit.

**Question 2:** Can the allotted time for marketing be extended to 30-45 days?

Answer: No.

**Question 3:** Once selection narrows to two brokers to obtain quotes, how are the markets to be divided?

Answer: The two brokers selected will request assignment of insurance company markets in order of preference for each line of coverage. HFC will work with the brokers to allocate the markets accordingly.

**Question 4:** What types and amounts of coverage are you soliciting?

Answer: Present insurance company information, coverage provided or present premium will not be made available to proposers. Brokers selected will be provided specifications for proposed coverages, including limits required by policy lines.

**Question 5:** Can a broker propose to market and service only one specialized coverage?

Answer: No. HFC proposals for individual lines of coverage only are non-responsive to this RFP and will be rejected.

When issued, Letters of Clarification automatically become a part of the RFP and supersede any previous specifications and/or provisions in conflict therewith. By submitting a proposal, proposers shall be deemed to have received all Letters of Clarification and to have incorporated them into their proposal.