



DATE: March 16, 2018
RE: Insurance Marketing Services RFP
TO: All Prospective Proposers

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

Questions and Answers

Question 1: Who are your current carriers?

Answer: Please refer to the Insurance Schedule on the HFC website.

Question 2: What is the premium for each line of insurance?

Answer: That information will be provided to the selected broker(s).

Question 3: Is there a requirement that the insurance agent must be domiciled in Houston or Texas?

Answer: HFC does not require the insurance agent be located in Houston or within the State of Texas.

Question 4: Who is your current broker?

Answer: Please see the answer to question #1.

Question 5: Is there a confirmed MBE currently involved in the insurance program?

Answer: Yes. There is a MBE participant under the current contract.

Question 6: What are the property values?

Answer: Please see the answer to question #1.

Question 7: Do you encourage small MBE agencies to partner with large majority firms.

Answer: HFC requires proposers to use good faith efforts to award subcontracts to diversity participants certified by any of the identified certification agencies as defined in the HFC Diversity Program (see www.houstonfirst.com/do-business).

Question 8: Should we provide quotes for different coverages in addition to the fees for insurance services?

Answer: Proposers should only submit fees as requested in the Fee Proposal Form.

Question 9: May we select option A, B, or C or a combination of the options listed or can we select services from each category?

Answer: Proposers may not select services from each category. You may submit a proposal for option A,B, or C exclusively or a combination of two or more options (i.e. A&B, B&C, A, B & C)

Question 10: What is the diversity goal for this RFP?

Answer: The specific goal for this RFP is **15%** of the total value of the Insurance Marketing Service Agreement.

Letters of Clarification become a part of the Request For Proposals automatically upon issuance and supersede any previous specifications and/or provisions in conflict therewith. By submitting a proposal, all proposers are deemed to have received all Letters of Clarification and to have incorporated them into their proposal.