



**DATE:** February 2, 2018  
**SUBJECT:** Letter of Clarification  
**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 delete all references therein to the following ten City-owned properties under lease to HFC:

- Civic Center Parking Garage
- Convention District Parking Garage
- George R. Brown Convention Center
- Gus Wortham Theater Center
- Historic House, Cohen
- Jesse H. Jones Hall
- Jones Plaza
- Root Square Memorial Park
- Talento de Bilingue de Houston
- Tranquility Parking Garage

Prospective proposers are hereby directed to adjust their proposals accordingly.

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.