

Solicitation Amendment No. 005

To:	Date:
Prospective Proposers	July 12, 2013
Project Title:	Project No.:
Property and Casualty Insurance Program Services	13-35

Description of Solicitation Amendment:

The Request for Proposals for Property and Casualty Insurance Program Services (Project No. 13-35) is hereby amended as set forth below:

I. Proposal Due Date/Time:

The proposal Due Date/Time is hereby extended to 3:00 p.m. (local time) on Friday, August 2, 2013.

Except as provided herein, all terms and conditions of the solicitation, remain unchanged and in full force and effect.

Acknowledgement of Amendment No. 005 by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:



**Procurement Operations
Department**

July 12, 2013

To Whom It May Concern:

Please know that Houston Community College (HCC) is currently in the process of procuring Insurance Broker Services under a competitive Request for Proposal (RFP) process. As a public entity and legal instrumentality of the State of Texas, fair and open competition is both of paramount importance to HCC and a requirement in the procurement process that we adhere to.

More specifically, among the requirements of the RFP, we have also included a requirement that proposers provide their proposed premiums for the various types and levels of coverage that are noted in the solicitation.

To that end, we respectfully ask that you ensure the fullest cooperation of your company in providing quotes to any Insurance Broker that may request quotes from your firm in order for them to respond to HCC's current RFP. It is our purest intention to ensure that insurance markets remain open and afford the level of competition that will benefit all parties involved.

A copy of the RFP can be found at the solicitation link noted below:

[RFP 13-35 Property and Casualty Insurance Program Services](#)

We thank you for your help and attention to this important matter and look forward to the participation of all firms in responding to the current RFP.

Sincerely,

Rogelio E. Anasagasti
Executive Director Procurement Operations