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June 25, 2015

To Whom It May Concern:

This letter shall serve as notice that the Houston Community College System ("HCCS") has not assigned any markets or designated any agents/brokers of record for purposes of obtaining competitive pricing for insurance policies under HCCS RFP No. 15-22.

Any agent who is interested in submitting a competitive proposal to HCCS under HCCS RFP No. 15-22 is authorized to obtain such information for the purpose of competing in HCCS RFP No. 15-22; however, no agent/broker is doing so as HCCS's agent/broker of record.

To allow full and open competition for the benefit of HCCS, as is required by law, HCCS requests that carriers not block or assign any insurance markets identified in HCCS RFP No. 15-22 in favor of any single agent/broker.

You are advised that any agent/broker of record letters previously issued to any agent/broker by or on behalf of HCCS shall be considered terminated, and of no further force or effect.

If you have any questions regarding this notice, please direct all inquiries to:

Procurement Operations Department
ATTN: Rogelio Anasagasti, CPPO, MEd
Via Phone at: 713-718-6015
Via Email at: rogelio.anasagasti@hccs.edu

Sincerely,

Cesar Maldonado, Ph.D., P.E.
Chancellor