



WILLIS INDEPENDENT SCHOOL DISTRICT

612 N. Campbell St., Willis, Texas 77378

Vendor Solicitation Rules

Willis ISD restricts access to its campuses by third- party vendors except as expressly authorized.

1. All 403(b) retirement plan vendor agents must agree to our Third Party Administrator's (TPA) requirements. Willis ISD's TPA is TCG Administrators. Please contact Scott Hauptmann at 512-600-5230 or shauptmann@tcgservices.com for further information.
2. 403(b) vendor agents may request to attend the annual employee convocation to set up a marketing table at the benefits fair and schedule appointments with employees to discuss products (invitation only, limited space and may be put on a waiting list).
3. Willis ISD has a closed campus policy regarding solicitation by third party vendors. This means that Agents/Solicitors are not allowed on campus to meet with employees to discuss retirement planning or products.
4. Agents/Solicitors may not send sales materials or any type of literature to employees through Willis ISD email.
5. Agents/Solicitors may not drop off any literature to be distributed on campus or placed in employee's mailboxes. Willis ISD internal mail is not available for use by third parties.
6. Agents/Solicitors may not use district phone numbers to solicit employees.
7. **Any Agent/Solicitor who violates any of Willis ISD's policies will lose any and all privileges for soliciting Willis ISD employees on school property. Any violations may also be referred to the Agent/Solicitor's retirement plan vendor or the Texas Department of Insurance.**