



FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT

302 Laurel Drive, Friendswood, Texas 77546

Vendor Solicitation Rules

Friendswood 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. Friendswood ISD's TPA is TCG Administrators. Please contact Scott Hauptmann at 512-600-5230 or shauptmann@tcgservices.com for further information.
2. Friendswood 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 except as specifically authorized such as at the annual employee conference referenced above.
3. Agents/Solicitors may not send sales materials or any type of literature to employees through Friendswood ISD email.
4. Agents/Solicitors may not drop off any literature to be distributed on campus or placed in employee's mailboxes. Friendswood ISD internal mail is not available for use by third parties.
5. Agents/Solicitors may not use district phone numbers to solicit employees.
6. **Any Agent/Solicitor who violates any of Friendswood ISD's policies will lose any and all privileges for soliciting Friendswood 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.**