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## **INVITATION FOR QUALIFICATIONS (RFQ)**

The Housing Authority of the City of Brownsville (HACB) is hereby soliciting Qualifications for the following item:

### **1. “RFQ HACB No. 25-001 Insurance Broker of Record for Employees’ Supplemental Insurance Policies and Administration of Section 125 Cafeteria Plan”**

HACB is seeking to engage qualified firms to perform the professional service item mentioned above. All applicants must comply with the RFQ requirements and must address all items.

All Qualifications must be submitted no later than 5:00 p.m. CST on Thursday, November 6, 2025, through the Housing Agency Marketplace. No qualifications will be accepted for consideration after the deadline specified above.

All qualifications will be evaluated in accordance with the HACB procurement process. Any qualifications submittal not fully addressing the requirements of the Request for Qualifications may be considered a non-responsive submittal and may be eliminated from further consideration.

This RFQ (and any future Addendums to it) may be obtained by accessing the Housing Agency Marketplace website <https://ha.internationaleprocurement.com>. If you have any problems obtaining the document, please contact Mr. Julio C. Martinez, Procurement Manager at [jcmartinez@hacb.us](mailto:jcmartinez@hacb.us) or (956) 214-1536.

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