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Date: December 12, 2018
To: Jim Wilkey, USI
From: Jeff Boydston, Risk and Project Manager
Subject: Letter of Intent to Award Risk Cooperative Broker per RFP.

Thank you for submitting a bid in response to our RFP for Southwest Washington Risk Management Insurance Cooperative insurance broker. The purpose of this letter is to inform you that we intend to award USI a contract as the broker per our RFP.

We are allowing until December 19, 2018 for any protests to submitted and resolved. We hope to make our final award on December 19, 2018. However, final awards will not be made until all protests, if any are submitted, have been resolved. You will be notified immediately *if* a protest will delay the final contract awards.

Congratulations on your success so far! If you have any questions regarding this Letter of Intent to Award or your pending award, please feel free to email me.

Sincerely,

Jeffrey Boydston
Risk and Project Manager.