



# COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603  
Phone: (520) 432-8390 | Fax: (520) 432-8397

## 19-27-HEA-02 Offer Acceptance Award Letter

**This contract (“CONTRACT”) is made and entered into this 4th day of June 2019, by and between COCHISE COUNTY (“COUNTY”), and Correc Tek (“CONTRACTOR”).**

In accordance with RFP 19-27-HEA-02, the COUNTY hereby awards a multiple year CONTRACT to the CONTRACTOR in order to fulfill the requirements, as identified throughout the subject document, to the satisfaction of the COUNTY, as outlined within the solicitation, hereby referred to as the CONTRACT, and as proposed by the CONTRACTOR. Only those personnel listed as authorized ordering officials, or the Procurement Department, will have authority to make orders from this CONTRACT through the issuance of a Purchase Order (“PO”) as approved by the Cochise County Procurement Department.

The CONTRACTOR shall not commence any billable work or provide any material or services under this CONTRACT until CONTRACTOR receives an executed copy of the CONTRACT and/or PO or is otherwise directed to do so in writing by the COUNTY Procurement Office. The COUNTY will pay the CONTRACTOR within thirty (30) days of services rendered following the submission of itemized invoice(s) including the CONTRACTOR company name, phone, invoice number, email address, and mailing address prior COUNTY approval and for any services rendered. No payment shall be issued prior to receipt of service and a correct invoice. Each payment request must bear written certification by an authorized COUNTY representative confirming the services for which payment is requested have been performed and received.

### PERIOD OF PERFORMANCE FOR MULTIPLE YEAR AWARDS:

Base Year:	06/12/2019 – 06/11/2020	Not to exceed \$33,760.00
Renewal Option 1:	06/12/2020 – 06/11/2021	Not to exceed \$30,120.00
Renewal Option 2:	06/12/2021 – 06/11/2022	Not to exceed \$30,120.00
Renewal Option 3:	06/12/2022 – 06/11/2023	Not to exceed \$30,120.00
Renewal Option 4:	06/12/2023 – 06/11/2024	Not to exceed \$30,120.00

### COST BREAKDOWN PER YEAR:

	Travel (Initial Investment)	60 Month Lease Option	Correc Tek Advantage Plan	Dedicated Account Manager	Total Costs Per Year
Base Year	\$3,640.00	\$18,120.00	\$6,000.00	\$6,000.00	\$33,760.00
Option Years	\$0.00	\$18,120.00	\$6,000.00	\$6,000.00	\$30,120.00

**CONTRACTOR:**

Correc Tek  
Christa Sullivan  
National Accounts Manager  
1640 McCracken Blvd.  
Paducah, KY 42001  
(866) 438-3671 ext. 235  
csullivan@correctek.com

**AUTHORIZED ORDERING OFFICIAL:**

Carrie A. Langley  
Director  
Cochise Health and Social Services  
1415 Melody Lane Building A  
Bisbee, AZ 85603  
(520) 432-9468  
clangley@cochise.az.gov

**COUNTY PROCUREMENT:**

Nicole Diaz  
Buyer  
1415 Melody Lane Building C  
Bisbee, AZ 85603  
(520) 432-8392  
ndiaz@cochise.az.gov

**ACCEPTANCE OF OFFER:**

The offer is hereby accepted, and the CONTRACTOR is now bound to sell or provide the materials, services, or construction, as indicated by the PO or Award Letter and based upon the solicitation documents, including all its attachments and amendments, and the offer as submitted by the CONTRACTOR and accepted by the COUNTY.

This CONTRACT is for: Medical Records System, with a not to exceed amount of \$154,240.00.

This CONTRACT shall henceforth be referenced as CONTRACT 19-27-HEA-02. The CONTRACTOR is cautioned not to commence any billable work or to provide any materials or services under this CONTRACT until the CONTRACTOR receives an executed PO or Notice to Proceed.

Awarded this 4th day of June 2019.

**BOARD OF SUPERVISORS:**

\_\_\_\_\_  
Peggy Judd  
Chair

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Arlethe G. Rios  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

*Christine J. Roberts*  
\_\_\_\_\_  
Christine Roberts  
Civil Deputy County Attorney

May 23, 2019  
\_\_\_\_\_  
Date