

Mike Escaname

From: Kirkpatrick,Tray (DSHS) <Tray.Kirkpatrick@dshs.state.tx.us>
Sent: Wednesday, December 21, 2016 1:58 PM
To: Miguel Escaname; Raymundo Eufrazio CPA; Neldez Mendez, LVN; Eduardo Olivarez ;
Connie Sanchez
Subject: Immunization/Locals-ICC: FY18 Contract Packet-Hidalgo Co
Attachments: Renewal Packet-FY18 General Information.docx; FY2018 ILA RENEWAL PACKET.docx;
Copy of FY18 Budget Template.xls; Copy of FY18 Budget Template Instructions.xls;
FFATA Form G.docx; Texas Counties and Regions.docx

Dear Contractor:

Good afternoon. I am the Contract Manager for the Immunization/Locals Program. Attached is a General Information Letter, IMM/LOCAL FY2018 ILA Packet (updated List of Regional Managers), FY18 Budget Template, FY18 Budget Template with instructions, FFATA Form, and a Texas Counties and Regions Form. The FY18 Work Plan will be sent out the first week of January. The contract period for the FY18 IMM/LOCALS Contract is 9/01/17 - 8/31/18.

Please see important bullet points and instructions:

- *We will be mailing the FY18 Contract out 4/01/17 this coming year.*
- *ILA Packet Face Page/Contact Page: Please ensure you have identified the Point of Contact or Project Contact Person and the Emergency Contact Person.*
- *DocuSign-Two email address' will receive the contract; The "Authorized Signatory" (for electronic signature) and a secondary "Project Contact Person" or "Contract Admin. Contact Person". Please ensure you identify the second person to receive the contract.*
- *It is important we receive the completed attached documents as separate documents and no later than 1/13/17.*
- *Please submit the Budget Template completed with your contract name at the top of the Budget Summary Page and in excel format.*
- *If necessary, please include as separate documents, the Travel Policy and Indirect Cost Certificate or Proposal.*
- *If necessary, please complete in full the Program Income Spending Plan (ILA Packet).*
- *Equipment-Please provide specs (separate document) to all equipment items listed on your Budget Template.*

Your allocation is \$674,320.00

State: \$360,416.00

Federal: \$313,904.00

Please complete the attached forms as instructed and return to Tray Kirkpatrick, Contract Manager, at tray.kirkpatrick@dshs.state.tx.us by January 13, 2017.

If you have any questions or concerns, please feel free to contact me. I will be out of the office from December 26th – January 2nd.

Thank you,

Tray Kirkpatrick

Tray Kirkpatrick, CTCM
Contract Manager
DCPS/RLHS Contract Management Unit
Texas Department of State Health Services
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