

## Mike Escaname

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**From:** Clark,Sandy (DSHS) <Sandy.Clark@dshs.state.tx.us>  
**Sent:** Monday, January 09, 2017 9:18 AM  
**To:** 'eddie.olivarez@hchd.org'; Mike Escaname (miguel.escaname@hchd.org)  
**Cc:** Bastis,David (DSHS); Garza,Eric (DSHS)  
**Subject:** Contractor Application Packet - IDCU/SUR - FY2018-FY2019 - Hidalgo County  
**Attachments:** Contractor Information Form.doc; DSHSCostsOnlyBudgetTemplate052011.xls; DSHSCostsOnlyBudgetInstructions052011.xls

Dear Contractor:

The Health and Human Services (HSS) System is dedicated to improving the health, safety, and well-being of Texans. This mission is fulfilled through key contracting partnerships with various entities throughout the State of Texas. In an effort to enhance our contracting endeavors, HHS System staff will begin the process of distributing contract documents within the next few months. This effort will ensure that contracts are in place timely for efficient service delivery.

The Department of State Health Services, Emerging and Acute Infectious Diseases Branch Program is initiating the IDCU/SUR contract application process for this infectious disease surveillance contract. The budgets from both contracts that have the Program ID's of IDCU/SUREB and IDCU/SUR have been combined into one contract using the Program ID of IDCU/SUR. You will not have a contract with the Program ID of IDCU/SUREB. The beginning date for the IDCU/SUR contract will be September 1, 2017 and extend through August 31, 2019. The IDCU/SUR contract will have a 2-year contract term.

The award for this 2-year project is \$290,780. The available funds for FY18 expenditures will be \$145,390 and the available funds for FY19 expenditures will be \$145,390. Two (2) full time Epidemiologists will be funded on this contract.

When you receive the IDCU/SUR contract documents for the upcoming state fiscal year, please review, complete the related documents, sign the contract, and return the documents by the deadline requested. If you receive a contract via DocuSign, please submit electronically by the requested due date. As the contract documents are reviewed, please note that services should begin September 1, 2017 and upon official notification of the 2018-2019 final legislative appropriations, if necessary, DSHS will adjust the contract award accordingly.

Attached is the budget template and another file which includes instructions on how to complete the budget. **Please complete the Budget to reflect the total \$290,780 DSHS award amount.** Please include on the budget the personnel and fringe for the two (2) Epidemiologists and the travel to attend the required EPI workshop in Austin for both years of the contract. Please return your completed budget to me by close of business January 20th, 2017. Due to our tight timeline, please submit the budget before the deadline, if possible.

I have also included a contractor information form for you to fill out and return to me. It is not necessary that the form is signed at the bottom, but please list the authorized representative.

If you have any questions or have concerns regarding the contract renewal process, please contact me at [sandy.clark@dshs.state.tx.us](mailto:sandy.clark@dshs.state.tx.us) or 512-776-2264.

Thanks,

Sandy Clark, CTCM

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