

Mike Escaname

From: DeBoer,Carolyn (DSHS) <Carolyn.DeBoer@dshs.texas.gov>
Sent: Wednesday, June 21, 2017 3:38 PM
To: ramon.garcia@co.hidalgo.tx.us; ray.eufracio@auditor.co.hidalgo.tx.us;
ricardo.salinas@hchd.org; mike.escaname@hchd.org; eddie.olivarez@hchd.org
Cc: Cammack,Melissa (DSHS)
Subject: RE: Upcoming Amendment Ending in 0287-00001A
Attachments: Contractor Signature Steps - DocuSign.pdf; DSHSCostsOnlyBudgetTemplate052011.xlsx;
Face Page-Contact Page.docx; SOW_HPCDP-OCDS_Hidalgo_FY18-19Amendment.doc

Dear Contractor:

The contract documents for the upcoming state fiscal year (December 1, 2017 – September 30, 2019) will arrive shortly.

When received, please review, complete the related documents, sign the contract, and return the documents by the deadline requested.

The Department of State Health Services (DSHS) is also excited to announce that we are going digital with the launch of DocuSign®. Now contractors may electronically sign and manage contract documents within DocuSign®. You may expect the upcoming 2017 and 2018 contracts as well as any amendments that are currently in process with DSHS to be submitted through DocuSign® which allows you to view and sign electronically. Please find attached to this email basic instructions on how to sign your contract document. It is recommended that you use DocuSign® in a browser other than Internet Explorer for maximum compatibility. In addition, please monitor your clutter, spam, or junk folders for the next few months in case these vital contact communications land in these mailboxes.

As the contract documents are reviewed, please note that services should begin upon the effective date of the amendment and that current funding levels are based on the upcoming amendment amount (**\$250,000**). Upon official notification of the 2018-2019 final legislative appropriations, HHS will adjust the contract award accordingly.

Currently, I am attaching the documents that will need to be completed and returned in preparation for developing your FY17-FY18 amendment contract.

The attachments are:

- Hidalgo County Budget Template
- Face page and contact Page
- DocuSign Instructions
- **Draft** Statement of Work-Draft waiting feedback to the program.

Please return the documents Excel format; do not convert to a PDF file.

Should that happen, we will ask you to resend those documents in Excel, as needed.

Please return the following documents.

- **Hidalgo County Budget Template**
- **Face page and contact Page**

The Due date is as follows:

- **On or before COB July 13, 2017.**

If you have any questions or have concerns regarding the requested return date of contract documents, please contact Carolyn DeBoer at 512-776-2265. We appreciate your service and look forward to working with you in the coming year.

Sincerely,

Thanks and have a great day!

Carolyn R. DeBoer, CTPM, CTCM
Contract Manager - HPCDP
DCPS/RLHS Contract Management Unit
Texas Department of State Health Services
P.O. Box 149347
Austin, Texas 78714 – Mail Code 1990
Phone: (512) 776-2265
Fax: (512) 776-7391
Carolyn.deboer@dshs.texas.gov

