

Zimbra

debbie.tamez@co.hidalgo.tx.us

Fwd: FY19 DSHS LSCS-SEP Contract# 2015-047694-002 Renewal for Hidalgo County Health and Human Services WIC Program

From : Mague Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>
Subject : Fwd: FY19 DSHS LSCS-SEP Contract# 2015-047694-002 Renewal for Hidalgo County Health and Human Services WIC Program
To : Debbie Tamez <debbie.tamez@co.hidalgo.tx.us>

Thu, Mar 15, 2018 11:51 AM

 6 attachments

Debbie, see email below from Kevin Ruiz.

Margarita Gonzalez
Grants Accounting Supervisor
Hidalgo County WIC Program
3105 W. University
Edinburg, Texas 78539
(956)381-4646 ext. 4042
(956)381-0017
mague.gonzalez@wic.co.hidalgo.tx.us

From: "Clarissa Ramirez" <clarissa.ramirez@wic.co.hidalgo.tx.us>
To: "Mague Gonzalez" <mague.gonzalez@wic.co.hidalgo.tx.us>
Sent: Thursday, March 8, 2018 2:44:46 PM
Subject: Fwd: FY19 DSHS LSCS-SEP Contract# 2015-047694-002 Renewal for Hidalgo County Health and Human Services WIC Program

Mague,
Please read below.

Thank you,

Clarissa Ramirez
Director
Hidalgo County WIC Program
3105 W. University Dr.
Edinburg, TX 78539
(956) 381-4646

From: "Kevin Ruiz (DSHS)" <Kevin.Ruiz@dshs.texas.gov>
To: "clarissa ramirez" <clarissa.ramirez@wic.co.hidalgo.tx.us>
Cc: "Julie Stagg (DSHS)" <Julie.Stagg@dshs.texas.gov>
Sent: Thursday, March 8, 2018 1:57:05 PM
Subject: FY19 DSHS LSCS-SEP Contract# 2015-047694-002 Renewal for Hidalgo County Health and Human Services WIC Program

Good afternoon Clarissa,

DSHS is in the process of developing the FY19 DSHS Lactation Support Center Services Strategic Expansion Program (LSCS-SEP) contract renewal for the period September 1, 2018 through August 31, 2019 with one option to renew contract based on the availability of funding.

- Please use the attached Budget Template to develop a FY19 categorical budget for the project. Please prepare an FY19 budget with a full allocation of \$200,000.
- In addition please complete the attached FY19 Face Page (no signature is required). It is critical to notate the signature authority and the program contact person. Please provide the names of anyone else that would need to complete and sign other renewal attachments i.e. Fiscal Federal Funding Accountability and Transparency Act (FFATA form).
- Please note the attached "Special Conditions" will be added to the FY19 contract.

DSHS will send the upcoming contract renewal to your authorized representative via DocuSign® email; which allows you to view and sign the renewal 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.

Submit budget and face page to me, Kevin Ruiz, by Thursday, noon, March 22, 2018.

As a reminder, the budget templates are locked to prevent the deletion of formulas. Budgets will only be accepted on the new budget templates labeled FY 2019

- Dollar amounts must be in whole numbers.
- Please limit FTEs to two decimal places.
- Please do not use cents or formulas in the Excel cells.

Please confirm receipt of this email.

Sincerely,

Kevin Ruiz, CTCM, CTPM
Texas Department of State Health Services
Contract Management Section, MC 1990
P.O Box 149347
Austin, TX. 78714-9347

512-776-2192 Phone
512-776-7391 Fax
Kevin.Ruiz@dshs.texas.gov



Please note My email address has changed to reflect @dshs.texas.gov domain. Please be sure to update your contact information with the new address.



 **Supplimental and Special Conditions.docx**
20 KB

 **Face Page for FY19 LSCS-SEP Program.docx**
27 KB

 **FY19 DSHSCostsOnlyBudgetInstructions.xls**
222 KB

 **FY19 DSHSCostsOnlyBudgetTemplate.xls**
265 KB

 **Signing a contract in Docusign.docx**
638 KB
