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## Immunization/Locals: FY21 Contract Renewal Packet

1 message

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Kirkpatrick, Tray (DSHS) <Tray.Kirkpatrick@dshs.texas.gov>

Mon, Dec 23, 2019 at 2:57 PM

Dear Contractor:

Good afternoon, it is that time of year again. I try and do my best to stay current with contacts or positions but please update me with any changes or corrections.

I am the Contract Manager for the Immunization/Locals Program.

Attached is the IMM/LOCAL FY21 ILA Packet (updated List of Regional Managers), FY21 Budget Template, FFATA Form, and a Texas Counties and Regions Form. Form C1 has been added for completion.

The contract period for the FY21 IMM/LOCALS Contract is 9/01/2020 - 8/31/2021.

### **Please see important bullet points and instructions:**

- *We will be mailing the FY21 Contract out 4/01/20 this coming year.*
- *ILA Renewal 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".** The two you assign will be the only two that will have open access to the contract from their inbox. Please include these names in the body of the email as they could be different then what is listed on the Face Page.*
- *It is important we receive the completed attached documents as they were received separately and no later than 1/17/2020.*
- *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).*
- *Please include the **Job Descriptions-Personnel Detail** as separate documents.*

***Your allocation for the FY21 Contract will remain at Level Funding from your FY20 IMM/LOCALS Contract.***

Please complete the attached forms as instructed and return to Tray Kirkpatrick, Contract Manager, at [tray.kirkpatrick@dshs.texas.gov](mailto:tray.kirkpatrick@dshs.texas.gov) by January 17, 2020.

If you have any questions or concerns, please feel free to contact me.

Thank you,

Tray Kirkpatrick

*Tray Kirkpatrick, CTCM*

*Contract Manager*

*Contract Management Section*

*Room T-502*

*P.O. Box 149347*

*Austin, TX 78714-Mail Code 1990*

*Phone: 512-776-3448*


*Fax: 512-776-7391*

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**5 attachments**

 **FY21 ILA RENEWAL PACKET IMM LOCALS.DOCX**  
44K

 **FFATA Form G.DOCX**  
28K

 **FORM C1.Program Contacts.docx**  
18K

 **Texas Counties and Regions.docx**  
49K

 **FY21 IMM LOCALS Budget Template.xls**  
450K