



Azael Munoz <azael.munoz@wic.co.hidalgo.tx.us>

Fwd: FY23 Renewal Process - DFCHS/LSCS-SEP Hidalgo County: Budget, Face Page, and SOW (Draft)

1 message

Clarissa Ramirez <clarissa.ramirez@wic.co.hidalgo.tx.us>

Fri, Jan 28, 2022 at 1:43 PM

To: mague gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>, Azael Munoz <azael.munoz@wic.co.hidalgo.tx.us>

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

----- Forwarded message -----

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

Date: Fri, Jan 28, 2022 at 1:32 PM

Subject: FY23 Renewal Process - DFCHS/LSCS-SEP Hidalgo County: Budget, Face Page, and SOW (Draft)

To: clarissa.ramirez@wic.co.hidalgo.tx.us <clarissa.ramirez@wic.co.hidalgo.tx.us>, arcilia.duran@auditor.co.hidalgo.tx.us <arcilia.duran@auditor.co.hidalgo.tx.us>Cc: Cortez,Melissa (DSHS) <Melissa.Cortez@dshs.texas.gov>

Good afternoon,

I am your new Contract Manager and I am looking forward to working with you going forward.

I apologize ahead of time if the contact information on this email is not correct.

In getting things moving for the FY23 Contract Term, please see the following information.

Please note the attached Statement of Work (SOW) is a draft and subject to change.

Ref: Contract# HHS000455900001

The Department of State Health Services (DSHS) is in the process of developing the LSCS-SEP contract renewal for the period 09/01/2022 through 08/31/2023.

1. Please use the attached Budget Template to develop a categorical budget for the above period in the amount of \$200,000.00.

In addition please complete the attached Face Page (no signature required on the form). It is critical that you provide 1) signature authority contact information and 2) project contact person on this form. Our agency will use the information on the face page to route the contract to your agency via DocuSign for signature. If you need any additional people carbon copied when the contract is sent out, please provide their email/contact information.

Note, the DocuSign process will allow you to view and sign the contract electronically.

Please submit a completed Budget and Face Page to me by COB Monday, February 14, 2022 or earlier if possible.

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

Some logistics to consider while completing your budgets are the following:

- * Dollar amounts in the budget must be in whole numbers.
- * Please limit FTEs to two decimal places.
- * Please do not use cents or create formulas in the Excel cells.
- * Please provide your agency travel policy if you are including travel in your budget.

Please let me know you received this email.

Contact me regarding any questions.

Tray Kirkpatrick, CTCM

Contract Specialist V

Contract Management Section

T605, MC 1990

Phone: 512-922-6712

Tray.Kirkpatrick@dshs.texas.gov

4 attachments



DSHS Costs Only Budget Template - Updated.xls
352K



DSHS Costs Only Budget Template - Instructions - Updated.xls
248K



Face Page FY23 LSCS-SEP.DOCX
80K



DRAFT -LSCS-SEP Multiple FY23 SOW RENEWAL_01.27.2022.docx
58K