



2812 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

MEMORANDUM

TO: Ms. Erika Reyna, Director of Human Resources
Attention: Ms. Merlen Munoz, Division Manager for Health Benefits

FROM: Victor Webber, Contract Specialist II

DATE: September 16, 2022

RE: Project No. 22-0578-VWB
Extension of Contract C-18-254-12-04

Contract C-18-254-12-04 between Hidalgo County and **CONNECT YOUR CARE, LLC**, for **“Cobra Administration Services”** will expire on December 31, 2022. We have the option to renew this contract for 2nd of 3, one (1) year extensions available.

For your review and consideration, the current contract is enclosed. Please advise what action Health Department and Human Services would like the Purchasing Department to take by making a selection below:

- Renew the contract with the same rates, terms, and conditions
- Allow the contract to expire, as those services are no longer needed
- Look for new vendors (allow contract to expire, terminate early, and/or rebid)

Please sign and return this notice as acknowledgement of receipt by **September 21, 2022**. Following your response, our office will send you a tentative schedule for this project. If no action is taken by the deadline stated, we will proceed with renewing this contract to ensure there's no lapse in services.

Merlen P. Muñoz [Signature] 9/16/22
Name Signature Date

Should you have any questions or need additional information, I may be reached at extension 4872.

vwb