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MEMORANDUM

TO: Linda Fong, CPFO Hidalgo County Auditor
ATTN: Leticia Chavez, First Assistant Auditor
Deborah Fischer Director of Accounting

FROM: Alexandra Vela, Contract Specialist II

DATE: October 13, 2022

RE: Project No. 22-0629
1/2 Extensions of Contract C-22-0106-05-03

Contract C-22-0106-05-03 between Hidalgo County and Lance, Soll and Lunghard, LLP and Contract C-22-0106A-05-03 between Hidalgo County and Guillermo Reyna for the "Professional Public Accounting Services Support for Yearly Audit" will expire on December 31, 2022. We have the option to renew this contract for the first (1) of two (2), 1 year renewals.

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

- Renew contract C-22-0106-05-03 with a 3%-5% increase
- Renew contract C-22-0106A-05-03 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 Tuesday, October 18, 2022. If no action is taken by the deadline stated, we will proceed with renewing this contract to ensure there's no lapse in services.

Linda Fong		10/13/2022
Name	Signature	Date

Should you have any questions or need additional information, I may be reached at extension 4865.

abv