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

NOTICE

TO: Erika Reyna, Human Resources Director

FROM: Amanda Martinez, Contract Specialist II

DATE: October 17, 2023

RE: Extension of Contract C-19-225B-12-03

Contract C-19-225B-12-03 between Hidalgo County and Deer Oaks for Employee Assistance Program will expire on October 31, 2023. We have the option to renew this contract for one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action Human Resources 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 **Monday, October 23, 2023**. 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 is no lapse in services.

Merlen P. Muñoz		10/18/23
Name	Signature	Date

Please include the account number(s) for the above reference project:

Account No.: X-2201-415-50-190-019-0-350

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

AM07