



## NOTICE

**TO:** Erika Reyna / Director of Human Resources  
**FROM:** Pedro Cuadros, Contract Specialist I  
**DATE:** October 19, 2023  
**RE:** Project No. 18-254-EXT03  
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, 2023**. We have the option to renew this contract for the final (3<sup>rd</sup>) one (1) year extension.

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 **October 24, 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's no lapse in services.

Merlen P. Munoz                      [Signature]                      10/23/23  
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 4859

pcp