



NOTICE

TO: Letty Chavez, First Assistant Auditor
FROM: Yolanda Velasquez, Contract Specialist II *YV*
DATE: November 03, 2023
RE: Project No. 22-0106-05-03
Extension of Contract C-22-0106

Contract(s) C-22-0106-05-03 between Hidalgo County and Lance, Soll, and Lunghard, LLP for Professional Public Accounting Services Support for Yearly Audit will expire on December 31, 2023. We have the option to renew this contract for an additional one (1) year.

For your review and consideration, the current contract is enclosed. Please advise what action Auditors 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 **November 08, 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.

Letty Chavez
Name

YV
Signature

11/6/2023
Date

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

Account No.: 3-1100-415-00-115-002-0-320

Should you have any questions or need additional information, I may be reached at extension 4881.

yzv