



# NOTICE

**TO:** Letty Chavez, County Auditor  
**FROM:** Pablo Granados, Contract Specialist II  
**DATE:** December 11, 2023  
**RE:** Project No. 23-0443 "Independent Audit Services for Hidalgo County"

Contract C-19-232-02-11 between Hidalgo County and Burton, McCumber & Longoria, L.L.P. for Independent Audit Services will expire on February 17, 2024. As there are no extension options for this contract, our office, if required will have to solicit for bids, proposals or qualifications for this project. Please advise what action Auditor's Office would like the Purchasing Department to take by making a selection below:

- Review, modify and approve project specifications to proceed with new solicitation
- Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgment of receipt by **December 13, 2023**. Following your response, our office will confirm what will be the next steps to follow. Action is required in order to proceed promptly and to ensure there's no lapse in services.

Letty Chavez

A handwritten signature in blue ink, appearing to be "L. Chavez", is written over a horizontal line.

12/14/2023

Name

Signature

Date

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

Account No.: \_\_\_\_\_

Should you have any questions or need additional information, I may be reached at extension 4878.

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CC: Olga Garza, Division Manager, Contracts Management  
Dina Trevino, Assistant Purchasing Director