



NOTICE

TO: Erika Reyna, HR Department Director
FROM: Yolanda Velasquez, Contract Specialist II *yzv*
DATE: July 10, 2024
RE: Project No. 20-180-Online Enrollment & Benefit Administration System
Extension of Contract-C-20-180-08-25

Contract C-20-180-08-25 between Hidalgo County and Benefit Express for Online Enrollment & Benefit Administration System will expire on August 31, 2024. 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 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 **July 17, 2024**. 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.

Erika Reyna _____ *[Signature]* _____ *7/10/24* _____
Name Signature Date

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

Account No.: X-2201-415-50-190-017-0-336, X-2201-415-50-190-017-0-310

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

yzv