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

NOTICE

TO: Erika Reyna, Director, Department of Human Resources

ATTN: Iris Castillo, Division Manager, Department of Human Resources

FROM: Coral Reyes, Contract Specialist II

DATE: October 04, 2024

RE: **Project No. 19-225B-EXT03**

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

Contract C-19-225B-12-03 between Hidalgo County and Deer Oaks EAP Services, LLC for Employee Assistance Program (EAP) will expire on December 31, 2024. We have the option to renew this contract for one (1) additional one (1) year term(s), under the same rates, terms and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action The Human Resources Department 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 **Tuesday, October 15, 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 — 10/23/24

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 4856.

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