



NOTICE

TO: Clarissa Ramirez, Director
FROM: Ived Sepulveda, Contract Specialist I
DATE: August 19, 2025
RE: Project No. 21-0866-EXT02
Extension of Contract C-21-0866-11-02

Contract C-21-0866-11-02 between Hidalgo County WIC: Lactation Care Center RGV and Rio Grande Valley College for Clinical Educational Experience will expire on October 18, 2025. We have the option to renew this contract automatically, for one (1) year terms until terminated.

For your review and consideration, the current contract is enclosed. Please advise what action WIC 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 **August 26, 2025**. 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.

Clarissa Ramirez		8/19/2025
Name	Signature	Date

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

Account No.: _____ N/A

Should you have any questions or need additional information, I may be reached at extension 4861.

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