



## NOTICE

**TO:** Erika Reyna, MPA, SPHR, Director, Department of Human Resources  
**FROM:** Victor Webber, Contract Specialist II  
**DATE:** October 24, 2025  
**RE:** Project No. 22-0324-EXT01  
Extension of Contract C-22-0324-11-29

Contract C-22-0324-11-29 between Hidalgo County and TRISTAR Claims Management Services, Inc. for "Third Party Administration Services for Workers' Compensation" will expire on December 31, 2025. We have the option to renew this contract for one (1) of two (2) available one (1) year extension under the same rates, terms, and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action HR 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 Monday, November 3, 2025. Following your response, our office will send you a tentative schedule for this project. If there is no action selected by the deadline stated, we will proceed with renewing this contract to ensure there is no lapse in services.

Erika Reyna                      [Signature]                      11/3/25  
Name                                      Signature                                      Date

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

Account No.: 5-2202-415-50-190-004-0-350

Should you have any questions or need additional information, I may be reached at extension 4872.

vwb