

Date

Via Certified Mail

Addressee

Re:

Dear Sir or Madam,

The County of El Paso Texas will not be exercising renewal options for the referenced contract. Although it was our initial intent to do so, research shows that updated information and qualifications are required for audit purposes and the creation of an updated qualified pool of providers for a multi-year contract in accordance with State of Texas guidelines and statutes

The formal solicitation for qualifications of firms will be publicly advertised. As a current contract holder, you will be notified of the availability of the opportunity to participate. The County is looking forward to your participation in this solicitation.

Since the solicitation process will extend past the current deadline for this active contract, and in order to avoid any lapse in services for our clients and their families, the County is requesting to continue work with your company on a month-to-month basis beginning October 1, 2018, until the Request for Qualifications process is completed and approved.

Under a month-to-month scenario, the County would continue to pay for services under the same terms as the contract presently in effect, as referenced in the subject line.

AN EQUAL OPPORTUNITY EMPLOYER

6400 DELTA DRIVE • EL PASO, TX 79905 • TELEPHONE (915) 849-2500 • FAX (915) 849-2577

Please indicate your selection and return this letter, signed to Principal Attorney, Kathleen Anderson, County of El Paso [KAnderson@epcounty.com at 915-849-2029/915-849-2527/6400 Delta, El Paso, Texas 79905] by no later than September 15, 2018.

- I AGREE to the month-to-month extension of current Contract No. 2017-0459
- I DO NOT WISH TO PARTICIPATE in the month-to-month extension of current Contract No. 2017-0459

Company Name	Signature of Authorized Signatory	Printed Name of Signatory	Date
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For details on the upcoming formal solicitation, please contact the El Paso County Purchasing Department at 915-546-2048.

Respectfully,

Kathleen Anderson
Assistant County Attorney
General Counsel, JPD

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