



Memo

To: **El Paso County dba El Paso City-County Nutrition Program**
Cc: **YML**
From: **Sandra Gonzalez – Client Services Manager**
Date: **September 4, 2019**
Re: **Vendor Agreement FY 2019- 2020**

Enclosed please find two Original signed Vendor Agreement(s) FY 2019-2020 from the Rio Grande Council of Governments/Area Agency on Aging. Please sign both agreements as soon as possible and return only one (1) Original signed Vendor Agreement to our offices. It is important that you return the signed Vendor Agreement at once. If a signed Vendor Agreement is not returned before **September 16, 2019** we will not be able to start the purchase of DPS services by October 1, 2019.

In the near future you will be receiving a notice to attend our Vendor Orientation, please plan to attend as this provides updates pertinent to our policies and procedures. This Orientation is Mandatory for all Vendors.

Thank you for your service to our clients and we look forward working with you this coming year.

If you should have any questions regarding the Vendor Agreement, please feel free to contact me.