



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
Anne Heiligenstein

June 26, 2009

The Honorable Keith Self
Judge of Collin County
200 S. McDonald St., Ste. 300
McKinney, TX 75069

RE: Contract Renewal for Contract # 23379896, Type of Service: Legal.

Dear Judge Self:

Your current contract with DFPS is expiring August 31, 2009. Enclosed you will find (2) two copies of the forms listed on the Contract Renewal Return Check List for your contract with the Texas Department of Family and Protective Services (DFPS or Department). It is important that you review all documents thoroughly.

To ensure that your contract renewal will be processed by August 31, 2009, all applicable documents should be completed, signed in blue ink by the authorized representative with signature authority no later than July 10, 2009.

*Ms. Burney
Extended for 7/27/09 Court*

Also, we require a list of all current employees, subcontractors, and volunteers working under this contract. In addition we are required to have background check results for all individuals who have or will have direct contact with clients and/or access to client records in accordance with your contract. You will need to include this information with your renewal packet.

Please return all documents to the following address:

DFPS
Amy J. Burney, Mail Code 0-138
Contract Manager
1200 E. Copeland Rd
Arlington, Texas 76011

If you have any questions regarding the proper completion of the enclosed documents contact me at (817)792-5256. If you do not intend to renew your contract with the Department, please contact me immediately so we can initiate contract closure.

Respectfully,

Amy J. Burney

Amy J. Burney
Contract Manager

Enclosures: Contract Renewal Return Check List, and Forms