



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

October 23, 2017

RFD & Associates, Inc.  
Attn: Heidi Cruz  
401 Camp Craft Road  
Austin, TX 78746

RE: Award of Contract 2018-17, Software Maintenance: Peoplesoft

Dear Ms. Cruz:

Collin County has awarded the above referenced solicitation to your company per Court Order No. It is understood all terms, conditions and prices will be held firm as per your response. This is an annual fixed price contract. The contract term continues through and including September 30, 2018.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov). Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Sara Hoglund at [shoglund@co.collin.tx.us](mailto:shoglund@co.collin.tx.us) or fax to 972-548-4694.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4104.

Sincerely,

Sara Hoglund, CPPB  
Buyer II

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