



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

November 4, 2021

SHI Government Solutions
1301 S Mo-Pac Expy
Austin, TX 78746

RE: Award of 2022-069, Software, Microsoft EA

Dear Richard Lettiere:

Collin County has awarded the above referenced solicitation to your company per Court Order No. 2021-xxx-11-15. It is understood all terms, conditions, and prices will be held firm as per your response to the solicitation. This is a fixed price contract for the purchase of a three-year Microsoft Enterprise Agreement for the County.

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 and to the department contact, Greg Elliott, at gelliott@co.collin.tx.us. 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 Andrea Pease at apease@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) 548-4113 or apease@co.collin.tx.us.

Sincerely,

Andrea Pease
Buyer II

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