



# COLLIN COUNTY

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

April 14, 2023

Carahsoft Technology Corporation  
1860 Michael Faraday Drive  
Suite 100  
Reston, VA, 20190

RE: Award of Coop Quote 2023-264, Open Records Management SaaS

Dear Ms. Queen:

Collin County has awarded the above referenced solicitation to your company per Court Order No. (CO#). It is understood all terms, conditions and prices will be held firm as per the Texas Department of Information Resources contract DIR-TSO-4288. This is an annual fixed price contract for the purchase of Open Records Management SaaS for the County. The contract term begins upon award and continues through and including March 19, 2024.

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) and to the department contact, Greg Elliott, at [gelliott@co.collin.tx.us](mailto: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 Hunter Alley at [halley@co.collin.tx.us](mailto:halley@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 972-548-4117 or [halley@co.collin.tx.us](mailto:halley@co.collin.tx.us) .

Sincerely,

Hunter Alley, CPPB  
Senior Buyer

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