



# COLLIN COUNTY

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

07/20/2023

Law Office of Carolyn Skogman, PLLC  
2900 N. Quinlan Park Road, Suite 240/300  
Austin, Texas 78732

<b>Re:</b>	Contract Name:	2022-429 Professional Service; Attorney, Law Library Form Review Project
	Contract Start Date:	10/04/2022
	Agreement Renewal Period	Renewal 1 of 2

Dear Ms. Skogman:

The aforementioned contract between Collin County and your company will expire on **9/30/2023**. The Collin County Purchasing Department is requesting that your company renew this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original contract award to include any previously executed amendments/change orders.

If you are interested in renewing the current contract, please complete the form below and return by **8/4/2023**. If you desire to renew this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at [mmichaelis@co.collin.tx.us](mailto:mmichaelis@co.collin.tx.us).

Sincerely,

Michelle Michaelis  
Senior Buyer

Please check one:

I agree to renew the contract with Collin County at the prices established in the original solicitation to include any previously executed amendments/change orders.

Yes  \_\_\_\_\_

No  \_\_\_\_\_ I cannot renew the contract.

If no, please state reason: \_\_\_\_\_

Signature:	<u>1st Carolyn Skogman</u>
Print Name	<u>Carolyn Skogman</u>
Title:	<u>Attorney</u>
Date:	<u>08/03/2023</u>

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HISTORICAL INFORMATION

Awarded by Court Order No. 2022-1045-10-03

Renewal No. 1

Renewal No.     

Renewal No.     

Court Order No. 2023-729-08-21

Court Order No.                                 

Court Order No.