



# COLLIN COUNTY

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

March 6, 2024

Carahsoft Technology Corporation  
11493 Sunset Hills Road  
Suite 100  
Reston, Virginia 20190

RE: Award of Cooperative Quote 2024-254, GovQA FOIA System through DIR-TSO-4288

Dear Ms. Edwards,

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 contract DIR-TSO-4288. This is an annual fixed price contract for the purchase of FOIA management software (SaaS) for the County. The contract term begins upon award and continues through and including 03/18/2025. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

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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