



COLLIN COUNTY

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

April 4, 2025

SHI Government Solutions, Inc
3828 Pecana Trail
Austin, TX 78749

RE: Award 2025-196 Microsoft Enterprise Agreement for Elections through DIR-CPO-5237

Dear Mr. Rayburn:

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 to the quote. The contract term begins 07/01/2025 and continues through and including 06/30/2028. The County will 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 and to the department contacts, 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 Glenn Snodderly at gsnodderly@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 972-548-4451 or gsnodderly@co.collin.tx.us.

Sincerely,

Glenn Snodderly
Senior Buyer

Copy to: File