



TO: Prevention Counseling and Partner Elicitation (PCPE) Training Services Provider

**FROM: Felipe Rocha, MSSW, LMSW
Manager
HIV/STD Comprehensive Services Branch**

DATE: May 11, 2005

SUBJECT: Renewal Application for PCPE Training Services

This is to request an application for renewal of your agency's PCPE Training Services contract with the Texas Department of State Health Services (DSHS). The request is for a twelve-month budget period, beginning **January 1, 2007 and ending December 31, 2007**. You will note that the contract renewal process has been abbreviated for your convenience.

For your contract renewal, please submit **an original and two copies** of the following forms to Karen Rodela, HIV/STD Comprehensive Services Branch, Department of State Health Services, 1100 W. 49th Street Austin, Texas 78756, **NO LATER THAN 2:00 P.M. ON JUNE 30, 2006:**

- Checklist
- Revised Categorical Budget (with justification for equipment purchases if necessary)
- Contact Person Information
- Work Plan
- Performance Measures
- Applicable Assurances

All assurances and contractual obligations remain in effect as required under Request for Proposals (RFP), RFP HIV/TRNG 0105.1, PCPE Training Services RFP, issued 08/23/04. In the event that your agency has a new Executive Director or other official with signature authority, assurances with original signatures must be submitted with your renewal application. The assurance forms, along with the other forms included with this notice of renewal, may be downloaded from: <http://www.tdh.state.tx.us/hivstd/grants/default.htm>. Any contract renewal is contingent upon the continued availability of funding to DSHS.

The budget submitted with this application should reflect level funding. DSHS reserves the right to negotiate any terms and conditions including budget amounts and allocations.

Should you have questions regarding your funding amount, or the renewal process, please consult your DSHS Training contact.

Attachments