ALAMO COLLEGES DISTRICT

Purchasing & Contract Administration

January 22, 2020

Sandra Morales, President
Alamo HR, LLC
4737 Shavano Oak, Suite 105, San Antonio, TX 78249
sandy@alamohr.com

To Ms. Sandra Morales:

The Alamo Colleges District Board of Trustees has awarded a contract for the proposal, submitted by Alamo HR, LLC in response to CSP No. 19A-014 for the Purchase of Executive Search Services, subject to successful execution of a contract.

Please contact Sabina Swank at (210) 485-0105 or by email at sswank5@alamo.edu for finalization of the agreement.

In accordance with Texas Government code 2252.908, please visit the Texas Ethics Commission website at http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm to create a login and complete the required Certificate of Interested Parties Form 1295. Once a completed and signed form is received, the Alamo Colleges District will "acknowledge" the form, using the Texas Ethics Commission website and proceed with finalization of the contract. Additionally, forward original certificates of insurance, as stipulated in the request for proposals, to sswank5@alamo.edu. These documents must be presented to Alamo Colleges District Purchasing & Contract Administration, prior to contract execution.

Thank you for your time and interest in the Alamo Colleges District contracting opportunities.

Sincerely,

Sabina Swank

Digitally signed by Sabina Swank
Date: 2020.01.16 16:25:23 -06'00'

Senior Purchaser