



Brazos Valley Council of Governments HIV Administrative Services



MEMORANDUM

TO: State Services Subcontractors
FROM: Crystal Crowell, Program Manager
HIV Administrative Services, Brazos Valley Council of Governments
DATE: April 17, 2006
RE: Request for Renewal Application for HIV Health and Social Services (State Services) for 7-month and 5-month contract periods, RFP No – HIV041706

Enclosed you will find the renewal application for HIV Health and Social Services (State Services) for both a **7-month budget period**, beginning September 1, 2005 and ending March 31, 2006 and a **5-month budget period**, beginning April 1, 2007 and ending August 31, 2007. The separate budget periods are necessary because the Texas Department of State Health Services (DSHS) will be competing the Ryan White Administrative Agency contracts for a new project period beginning April 1, 2007. Administrative Agencies are required to develop contracts with their subcontractors accordingly. The remaining 5 months of State Services funding will be made available to those contractors selected as Ryan White Administrative Agencies for the period beginning April 1, 2007.

Applicants are required to submit 2 application packets with State Services performance measures and budgets in accordance with the allocations on pages 2-3 of the attached application guidance. The applicant is only required to submit one work plan with the application. The Brazos Valley Council of Governments (BVCOG) reserves the right to negotiate any terms and conditions including budget amounts and allocations. Any contract renewal is contingent upon the continued availability of funding to BVCOG.

You will note that the contract renewal process has been abbreviated for your convenience. There is one document that contains all program guidance and application form examples and instructions and another document with all of the forms needed for your renewal application. Please read and follow the instructions in the application guidance. Any applications submitted that do not follow the instructions may be returned to the applicant for revisions.

APPLICATIONS ARE DUE NO LATER THAN 5:00 P.M. ON June 1, 2006.

Use only the forms contained in this renewal application packet. Additional copies of the application may be downloaded at <http://hiv.bvcog.org>. If you have questions concerning the Renewal Application process or your amount of funding, please contact Crystal Crowell at ccrowell@bvcog.org.

Applicants are also reminded that the required subcontractor documents are due to the BVCOG HIV Administrative Services program by September 15, 2006.

Attachments