



CITY OF HOUSTON
Houston Health Department

Interoffice

Correspondence

To: Marta Crinejo
Agenda Director

From:  Stephen L. Williams, M.Ed., M.P.A.
Director, Houston Health Department

Date: December 15, 2016

Subject: No Tag - Agenda Item – HHD – HIV
Routine Opt Out Screening Contracts

This correspondence is to advise that the above-referenced contracts cannot be tagged due to the December 31, 2016 expiration date of the current contracts. The HIV program failed to initiate renewal of the HIV testing services contracts a timely manner. The omission was noted by the contract administrator who promptly initiated renewal procedures upon discovery. Unfortunately, the process was too late to allow a tag week for council. The program has been counseled to monitor their contracts more closely and a critical contract administration position has been filled. If these contracts are not approved on the December 20 meeting, testing services at the contract facilities will stop for several weeks until new contracts can be approved.

Please contact Michele Austin at 832-393-5006 if any additional information is required.

Thank you for your consideration.