

(MEMO OR TRANSMITTAL LOGO / HEADER)

(DATE)

TO: (VENDOR NAME)

FROM: (ADOPTING DISTRICT NAME)

SUBJECT: **Adoption of an Awarded Vendor Contract by an Adopting School District through the Central Texas Purchasing Alliance ("CTPA")**

(Adopting District Name) ("Adopting District"), as a member in good standing of the Central Texas Purchasing Alliance ("CTPA") and in accordance with Section 791.001 of the Texas Government Code, is requesting agreement by (Vendor Name) ("Contractor") to adopt the following contract:

Contract #: (Originating District Bid Reference #)
Contract Title: (Contract Title)
Contracting CTPA District: (Originating District)
Initial Contract Start Date: (The date the contract officially started)
Initial Contract End Date: (The next end date – extensions to be dealt with at that time)

By adopting this contract from another CTPA member district, the Adopting District has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a)(4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree by executing this document. The goods and services provided under this contract will be at the same or better contract pricing and purchasing terms established by the originating district. The base terms and conditions of the initial award shall remain as originally awarded. All extensions that are identified and remaining within the original award terms may be executed by the adopting district, regardless of the decision made by the originating district.

The Adopting District shall be responsible for the management of the adopted contract and all payments to the contracted vendor. The originating district shall have no responsibilities under this agreement.

Adopting District Authorization

Authorized Signer

Name

Title

Date

Contractor Authorization and Acceptance

Authorized Signer

Name

Title

Date

