



**DeWight Dopslauf, C.P.M., CPPO
Harris County Purchasing Agent**

**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

December 6, 2019

ICF Incorporated, L.L.C.
9300 Lee Highway
Fairfax, VA 22031
Attention: Ms. Anita Rechler

RE: Termination of Agreement for Disaster Recovery Program Operations, Support, Intake and Outreach Services for Harris County Community Services Department (Job No. 18/0367)

Dear Ms. Rechler:

Pursuant to clause A) under Article 10) TERMINATION of the above referenced Agreement stating: "The County may terminate this Agreement at any time with or without cause by providing thirty (30) days' prior notice in writing to Contractor." Harris County Community Services Department wishes to terminate subject agreement for convenience effective January 6, 2020.

Further, pursuant to clause G) under Article 10) TERMINATION, we understand that a transition period of up to ninety (90) days ensues during which time the Contractor shall provide services and cooperate fully with the replacement contractor and the County to ensure a smooth and timely transition of operations.

Harris County Community Services Department wishes to retain the following:

- All Intake Centers operated by ICF – this will require assumption of lease agreements with landlord agreement. This is essential to ensure continued operations and services to disaster recovery program applicants.
- Retaining the services of Outreach Strategists, a subcontractor to ICF. This is essential to ensure continued operations and community outreach and engagement for disaster recovery programs.
- Transitioning call center services. This is essential to ensure continued operations and services to disaster recovery program applicants.

If you have any questions, please call Shawn Venables (713) 274-4435.

Sincerely,

DeWight Dopslauf
Purchasing Agent

cc: Community Services
County Attorney Office