



Financial Services
Purchasing Division
215 N. Mason St. 2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707- fax
fcgov.com/purchasing

July 9, 2019

hrQ Holdings LLC
Attn: Katie Wilkerson
10170 Church Ranch Way, Suite 100
Westminster, CO 80021

RE: 7642 Job Analysis, Performance and Learning Competency Assessment

Dear Ms. Wilkerson:


The City of Fort Collins wishes to extend the agreement term for the above captioned agreement per the existing terms and conditions and the following:

- 1) The term will be extended from August 25, 2019 through December 31, 2019.

If this extension is not agreeable with your firm, we ask that you send us a written notice stating that you do not wish to renew the contract and state the reason for non-renewal.

Please contact Beth Diven, Buyer at (970) 221-6216 if you have any questions regarding this matter.

Sincerely,

DocuSigned by:

A9D0A054C8CB45D...
Gerry S. Paul
Director of Purchasing

DocuSigned by:

B09AE6A2D2AD4E2...
Signature

7/15/2019
Date

(Please indicate your desire to extend 7642 by signing this letter and returning it to Purchasing Division within the next fifteen days.)

GSP:kr