



**The Right  
Resources.  
Right Now.**



# MEET THE CP STAFF





# MEMBER TRAINING AGENDA

**10 to 10:15 a.m.**

*Welcome and Introduction*

**10:15 to 10:30 a.m.**

*Choice Partners Cooperative  
Legal Requirements*

**10:30 to 11:40 a.m.**

*Job Order Contracting*

**11:40 a.m. to 12:15 p.m.**

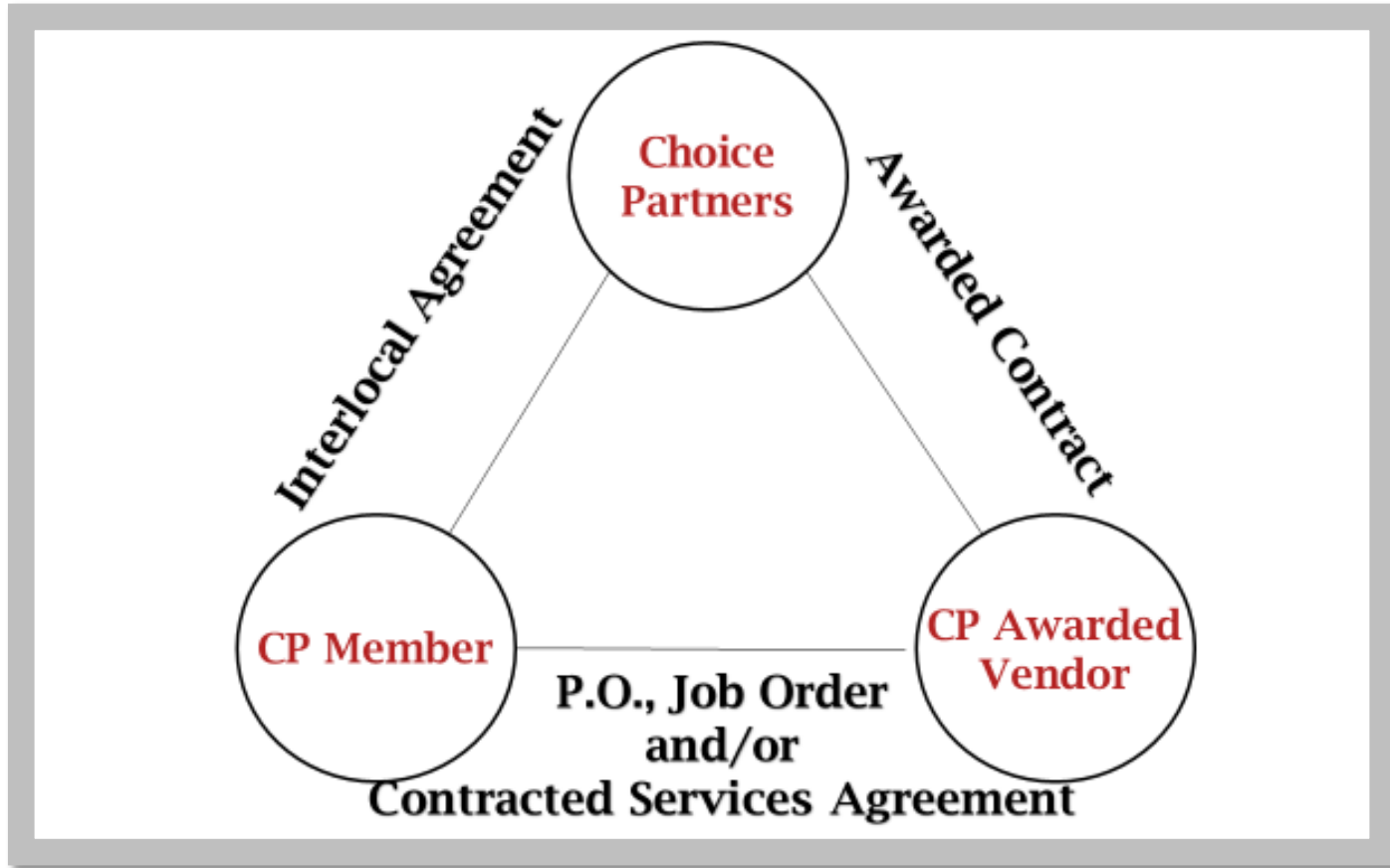
*Navigating the Website*

**12:15 -12:30 p.m.**

*Closing*



# WIN, WIN, WIN





# HCDE, A GOVERNMENTAL ENTITY

## Harris County Department of Education

HCDE is located in Harris County, Texas; it is not a County agency.

HCDE is a governmental agency serving Harris County schools since 1889.

Taxing Authority





# THE 5 PILLARS WE SUPPORT

STUDENTS AND EDUCATORS SERVED

GRADUATE  
DEDICATED  
PURPOSEFUL  
CATALYST  
PERSISTENT

ADULT EDUCATION  
**9,121**

IMPACT  
ENGAGE  
DISCOVER  
ACHIEVE

CASE FOR KIDS  
**17,411**

SUCCESS  
EDUCATION  
PREPARE  
NUTRITION  
HEALTH

HEAD START  
**3,409**

STUDENT  
ACADEMIC  
ACHIEVER  
SCHOLAR  
OPPORTUNIST  
LEARNER

SPECIAL SCHOOLS  
**729**

TREATMENT  
HELPFUL  
BENEFIT  
UNDERSTANDING  
PATIENCE  
INSPIRE  
ANALYSIS

THERAPY SERVICES  
**13,898**



 CENTER FOR SAFE AND SECURE SCHOOLS  
**51,655** Students and Educators

 CHOICE PARTNERS  
**\$28** Million in Support for Districts

 EDUCATOR CERTIFICATION  
**1,489** Educators Served

 RECORDS MANAGEMENT  
**42** Government Agencies

 TEACHING AND LEARNING CENTER  
**9,200** Educators Served





# LEGAL REQUIREMENTS





# LEGAL REQUIREMENTS - TEXAS

## Choice Partners provides legally-procured contracts

Local Government Code 271 - Purchasing & Contracting Authority of Municipalities, Counties, other Government

Education Code Ch. 44 -Procurement (All construction, with the exception of Performance Contracts, is in Code 2269)

Government Code 791 – Interlocal Cooperative Contracts

Government Code 2269  
Construction Procurement  
for all government  
(except Higher Ed.)

Local Gov't Code 252/262  
Purchasing & Contracting  
Authority of Municipalities,  
Counties, other Government

24 CFR 85.36  
Housing and Urban  
Development



EDGAR/Uniform  
Guidance (2 CFR 200)

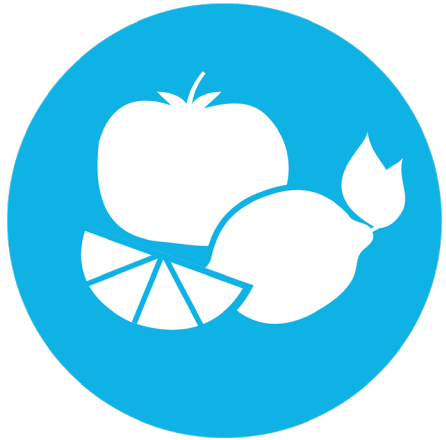
HB 1295

TEC 51.9335  
Higher Education





# CONTRACTS



**FOOD/CAFETERIA**

**TECHNOLOGY**

**COMMODITIES**

**SERVICES**

**FACILITIES**



**Job Order  
Contracting  
(JOC)**

A hand is holding a black smartphone. The screen of the phone is a solid blue color with the word "Objectives" written in white, centered on the screen.

# Objectives

Why JOC?

Maintenance vs. Construction

Concepts including Trade JOC & Quoting vs. Bidding

How to Legally Use a CP JOC Contract



# Why Does Legal Compliance Matter?

- Different procurement rules apply
  - Contracts not properly procured can be voided or unenforceable
  - Officials and officers who violate procurement statutes can be subject to criminal penalties
- Public works contracts may trigger bonding and prevailing wage requirements
- Legal mistakes can:
  - DELAY projects
  - Jeopardize budgets and result in cost-overruns
  - Subject gov't entity to financial liability to vendors & subcontractors



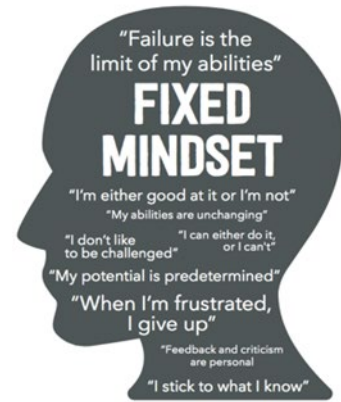


# JOC/IDIQ – Why Job Order Contracting (JOC)

## • ~~Time & Materials~~

If providing **construction services**

- **Only** method allowed to select contractors for future, undefined projects [Texas Education Code 44.031](#)  
(a)1-8





# JOC/IDIQ – What is JOC/IDIQ Contracting

“A procurement method used for **maintenance, repair, alteration, renovation remediation, or minor construction**” of facilities “when the **work is of a recurring nature**, but the delivery **times, types, and quantities** of work required are **indefinite.**”

*TEX. GOV'T CODE § 2269.401*



# JOC/IDIQ – Maintenance VS. Construction

## Factors to Consider

- *Like for like* – NOT new or upgraded
- Scale and complexity of project
- Physical size of object being worked on

**JOC contract**  
(TGC 2269)

**Maintenance Contract**  
(TEC 44.031)



Repair &  
Maintenance

Construction  
Services

*OSHA Letter to Raymond Knobb (11.18.2003)*



# JOC's procured by Purchasing Cooperatives

- Gov't Entity selects vendor without having to use its own competitive procurement process
- ONLY satisfies the *procurement* requirement, NOT the *contracting* requirement
- Statute **requires a written and signed** job order between the **vendor and the Gov't Entity** **TGC 2269.410(a)**
- Only construction method that allows for use of a cooperative in lieu of self-procurement
- Only method allowed to select contractors for future, undefined projects or tasks





# JOC/IDIQ – What's an IDIQ/JOC Estimate?

- MUST contain:
  - CP Contract Number
  - Line item assessment based on Unit Price Book (UPB)
  - Localized by applying City Cost Index (CCI)
  - Legally bid coefficient
- Subcontractor pricing must be estimated using the UPB for ALL scope of work



# JOC/IDIQ Estimate

HVAC Example									
Quantity	LineNumber	Description	Unit	O&P	Ext. Total O&P	Labor Type	Data Release	CCI Location	Notes
Vendor Name									
Job Description									
Choice Partners Contract #18/036MC-XX									
Data Release : Year 2019 Quarter 2									
				Total					
10	230505100400	Central station air handler, up thru 15 ton, selective demolition	Ea.	\$ 579.25	\$ 5,792.50	RR	Year 2019 Quarter 2 (Use most updated available at time quote is requested)	TEXAS / HOUSTON (770-772)	Insert any notes to describe where work is being done, what is being provided in this line item, etc
1	237433101100	Rooftop air conditioner, single zone, electric cool, gas heat, 3 ton cooling, 60 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 4,359.00	\$ 4,359.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
3	237433101150	Rooftop air conditioner, single zone, electric cool, gas heat, 7.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 8,213.65	\$ 24,640.95	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	237433101156	Rooftop air conditioner, single zone, electric cool, gas heat, 8.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 9,733.10	\$ 9,733.10	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
2	237433101160	Rooftop air conditioner, single zone, electric cool, gas heat, 10 ton cooling, 200 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 12,186.50	\$ 24,373.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	237433101170	Rooftop air conditioner, single zone, electric cool, gas heat, 12.5 ton cooling, 230 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 13,614.90	\$ 13,614.90	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
2	237433101180	Rooftop air conditioner, single zone, electric cool, gas heat, 15 ton cooling, 270 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 16,839.60	\$ 33,679.20	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
100	239110106050	Curbs/pads prefabricated, pad, condenser, fiberglass reinforced concrete with polystyrene foam core, 2" thick, 20" x 38"	Ea.	\$ 94.70	\$ 9,470.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	015433602720	Rent crane truck mounted, hydraulic, 100 ton capacity, Incl. Hourly Oper. Cost.	Week	\$ 9,898.76	\$ 9,898.76	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
RS Means Unit Cost Total				\$ 75,519.46	\$ 135,561.41				
Insert what you bid Total with Coefficient (1.0 x RS Means Total)					\$ 135,561.41				
Additional Discount of XX% good for current project only					\$ 122,005.27	***Optional if you need to give additional discount to be competitive.			
2% Bond (Any additional Pass-Through Costs)					\$ 2,440.11				
Total Project Quote					\$ 124,445.37				

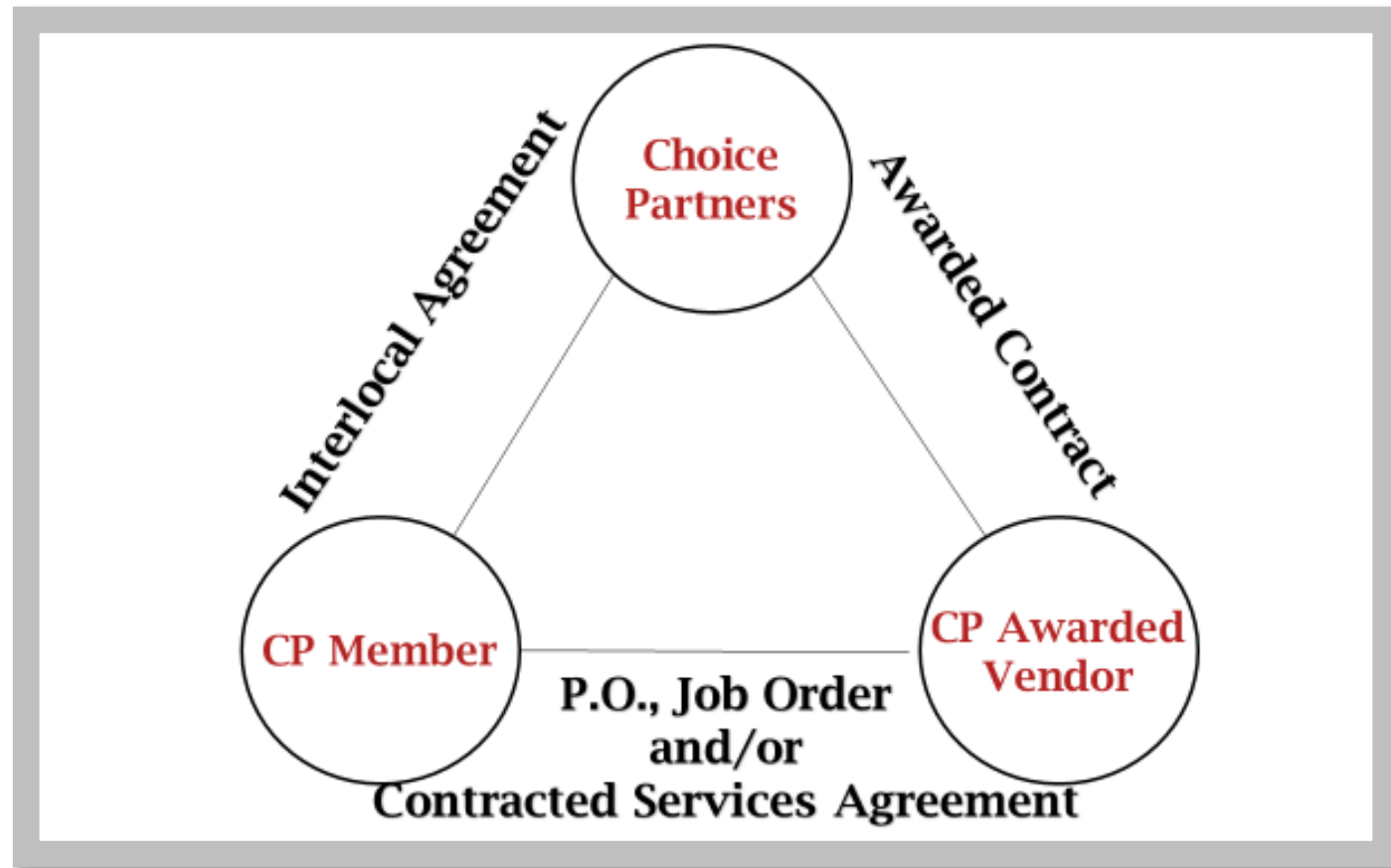


# Review the JOC Quote

- CCI location
  - Coefficient
  - O & P Pricing
  - Data release (most recent)
- Non pre-priced items
  - Attempts to pass-through co-op fee
  - Division 1
  - Adjustment Factors



# WIN, WIN, WIN







# Use A Master Job Order Contract

- Contains Gov't Entity's project specific Scope of Work
- Includes Job Order & Prevailing Wage Rate as Attachments
- Liquidated Damages
- Retainage
- Terms & Conditions Specific to Gov't Entity
- Signed by Gov't Entity & Vendor

“An order for a job or project under a job order contract must be signed by the government entity's representative and the contractor.”



## JOC / IDIQ – The JOB Order

- Owner/Gov't Entity - issued
- Signed by both parties
- States scope of work and price of assigned tasks
- Provides Owner's Adopted Prevailing Wage Rates



# Public Works Bonds

- Performance bond required if contract is in excess of \$100,000
  - Protects the Gov't Entity from financial losses arising from default, material breach, termination or abandonment
- Payment bond required if a contract is in excess of:
  - \$25,000 & the Gov't Entity is not a municipality or a joint board
  - \$50,000 and the Gov't Entity is a municipality or a joint board
  - Protects the Gov't Entity from claims for nonpayment of suppliers, subcontractors, and sub-subcontractors

*TEX. GOV'T CODE § 2253.021*



# JOCs and Using an Architect or Engineer

- Gov't Entity must independently hire A/E if services required

*TEX. GOV'T CODE § 791.011(j)*

- Architect required for:

- A new building having construction costs exceeding \$100,000
- An alteration or addition having construction costs exceeding \$50,000

*TEX. OCC CODE § 1051.703*

- Exceptions to Engineering Services:

- An engineer is **NOT** required for a public work project if:
  - A project involving electrical or mechanical engineering will cost **\$8,000 or less**
  - A project not involving electrical or mechanical engineering will cost **\$20,000 or less** (i.e., structural or civil)

*TEX. OCC CODE § 1001.053*



# What Must Go to the Board?

- **Determination of construction services project delivery method (if other than Competitive Sealed Bids).**
- Approval of competitive procurement results, where procurement is required
- Approval of all Interlocal Contracts for cooperatives
- Approval of the contract with any vendor
- Approval of all contract amendments or change orders
- All contract renewals and contract terminations
- Governing Body may act to delegate all of the above powers (CH or CV Local for ISD's)
- **Job Orders (including cooperative purchases) in excess of \$500,000**



# Trade JOC VS. JOC

- **Trade JOC**
  - Allows the use of one trade or division
  - Reduces overhead expenses when multiple trades are not needed to complete project
- **JOC**
  - Allows for the use of all divisions and is typically a general contractor

Case law has clarified that a “public work contract includes both traditional construction and contracts for repair of a building.” LA Ash, Inc. v. Tex. A&M Univ., 2008 Tex. App. LEXIS 8206, 2008 WL 4742135 (Tex. App. Waco Oct. 29, 2008); see also Acrotod Co. v. Housing Auth. Of Houston, 1999 Tex. App. LEXIS 889, 1999 WL 82450 (Tex. App. Houston 1<sup>st</sup> Dist. Feb. 11, 1999).





# JOC / IDIQ – Bidding VS. Quoting

- **BID or PROPOSAL**

vendor's *formal, written, sealed response* that satisfies the state's procurement requirements for a governmental entity.

- **QUOTE**

vendor's *job-specific price in writing* based on their previously bid and awarded contract coefficient and contract specified UPB.



# JOC / IDIQ – Final Thoughts

- Establish procurement method with your vendor prior to them quoting the job
- Include contract number on quote and PO
- Verify pricing by requesting the vendor's line item estimate with legally bid coefficient.
- If utilizing a coop, send a confirming copy of each JOC PO issued to Coop
- Not all coefficients are created equal
- Not all Co-ops are created equal, are in State, or are 2 CFR Part 200 (EDGAR) compliant
- Governing Body Approval



THE FOREGOING PRESENTATION WAS CREATED BY HARRIS COUNTY DEPARTMENT OF EDUCATION. THIS PRESENTATION IS INTENDED TO BE USED SOLELY FOR GENERAL INFORMATION PURPOSES AND IS NOT TO BE REGARDED AS LEGAL ADVICE. IF SPECIFIC LEGAL ADVICE IS SOUGHT, PLEASE CONSULT AN ATTORNEY

**Stephen Kendrick**, RTSBA  
*Sr. Manager of Facilities Planning*  
Office: 713-696-8252  
Cell: 281-773-3036  
[skendrick@hcde-texas.org](mailto:skendrick@hcde-texas.org)



# Navigating the Website



# MEMBER LOGIN

## Member Login

If you are already a member, select "**Set Up a New Account**" below and get your login so you have access to all the details of our contracts.

**USERNAME**

**PASSWORD**

LOGIN TO FOOD AREA ONLY

LOGIN

## Helpful Links

[Set Up a New Account](#)

[Available Contracts](#)

[Forgot your password?](#)



# MEMBER DASHBOARD

## Members Dashboard

Welcome

As a Choice Partners member, you can access information that saves you valuable time and money. Click on the areas to the right to make your selection.

**You can:**

- **Get quick pricing quotes for your projects**
- **View available Contracts and Vendors**
- **Access our Supply Catalog and other pricing catalogs**
- **Download nutrition labels/commodity processing info.**

For more information, contact our Assistant Director, Joann Nichols, or call 877-696-2122 for immediate assistance. Our goal is to support you in finding the right resources, right now!

### RECENT ACTIVITY

[2020 April Press Release](#)

April 20, 2020

[February 2020 Press Release](#)

March 5, 2020

### EVENTS

[TASBO Annual Conference](#)

March 2, 2020

[Texas Library Association](#)

March 24, 2020

[CMAT](#)

March 31, 2020

#### Get A Quote

Quickly select a category, vendors, and submit for quotes

#### Current Vendors

Search vendors by name, category, contract number or state

#### Contract List

Download pdf of current contracts

#### Food

#### Supply Catalog

View our online supply catalog for cooperative contracts by Category and for Vendor





# SUPPLY CATALOG ORDERING

- More than 1,100 line items competitively bid
- Single awards
- Catalog Discount Percentage also provided
- eCatalog system allows members to create quotes & place orders





# DUE DILIGENCE / PARTNERSHIP

[Print Info.](#)

## Facilities Sources

**Contract Category:** Construction-JOC (JOC-IDIQ)

**Contract Number:** 16/054JN-04

**Contract Terms:**

Initial Award Date: August 16, 2016

1<sup>st</sup> Renewal Start Date: August 16, 2018

2<sup>nd</sup> Renewal Start Date: August 16, 2019

Current Expiration Date: August 15, 2020

Renewal Options Remaining: 1

**CP Contract Manager:**

Joann Nichols

[joann@choicepartners.org](mailto:joann@choicepartners.org)

713-696-2122

**Contract Partner:** Facilities Sources



**Contract Partner Web Site:**

<http://www.facilitiesources.com>

**Approved Market Area:** TX

**APPROVED PRODUCT OR SERVICE:** Maintenance, repair, alteration, renovation, remediation, or minor construction of a facility when the work is of a recurring nature but the delivery times, type and quantities of work are indefinite.

**TO PLACE AN ORDER:** Contact the vendor for all your pricing needs, stating you are using CP contract and send us the confirmation only Purchase Order copy

**PRICING:** Coefficient on file. Email confirmation copies of all PO's to [ecatalog@choicepartners.org](mailto:ecatalog@choicepartners.org)

**Freight Terms:** N/A

**HUB Status:** Yes

**MWBE Status:** No

**SBE Status:** Yes

**DUE DILIGENCE:** [Download](#)

**ABOUT THIS PARTNER:**

With specialty licenses for electrical, mechanical and plumbing services, DPFS, Ltd. is able to efficiently coordinate all phases of construction, providing maximum productivity, quality and safety to its customers. This unique combination of services under one roof means one team is efficiently completing the job, ensuring maximum productivity and quality, at the least possible price, adding to customer satisfaction. Dura Pier Facilities Services foundation for success is the ability to plan and manage projects within budgets and within demanding schedules.



# GET A QUOTE

- Members select a category of contract.
- Then select desired vendor(s).
- Member describes product/service to be quoted.
- Member enters date product/service is needed.
- Options available to upload photos/specifications.
- NOTE: Vendors must respond to quote request within 48 hours.

The screenshot shows a web form for requesting a quote. At the top right is a search bar. Below it is a list of contract categories with checkboxes: Data Network Cabling, Debris Removal Service, Digital Signage For Food Service, Direct Delivery Of Snacks And Beverages, Disaster Mitigation With Restoration (JOC-IDIQ), Disaster Recovery Consultants, Document Management, Doors, Windows, And Hardware (JOC-IDIQ), and Drug Testing Services. Below the categories is a section for selecting vendors, with a note that vendors are requested to respond within 48 hours. Several vendors are checked, including Blackmon Mooring/BMS CAT, ERC Environmental & Construction Services, Enterprise Builders LLC, Gerloff Company, Inc, Horizon International Group, and Texas General Contractors, Inc. LLC. Below the vendor selection is a section for product service information, which includes a large text area for description, and fields for name, email, organization name, organization type, phone, and product/service need by date. There is also an option to attach a file (max 10 MB). A "SUBMIT NOW" button is at the bottom right.



# EVENTS

- About Choice Partners
- All-in-One Cooperative
- Procurement Process
- Member Reviews
- FAQs
- Current News
- COVID-19
- Vendor Spotlight
- Events
- Presentations
- Contact Us

## Events

**SELECT AN EVENT**

TML 2020 Annual Conference (Virtual) (October 14, 2020) ▾

**TML 2020 Annual Conference (Virtual)**  
( October 14 - 16, 2020 )

Texas Municipal League 2020 Annual Conference  
October 14-16, 2020  
The 2020 TML Annual Conference and Exhibition will be held as a virtual event, offering the same great content and opportunities to connect with other city officials, speakers, exhibitors, and sponsors.



# FAQ's

About Choice Partners

All-in-One Cooperative

Procurement Process

Member Reviews

FAQs

Current News

COVID-19

Vendor Spotlight

Events

Presentations

Contact Us

## Frequently Asked Questions

**Q : 0. What is Harris County Department of Education?**

A : Harris County Department of Education is a governmental entity. Created in 1889, HCDE provides educational services for school districts and learners of all ages. It is located in Harris County but is not part of the governmental entity of Harris County, Texas. See attorney letter [here](#). [See the benefits for membership to learn more.](#)

**Q : 1. What is Choice Partners?**

A : Choice Partners was created by the merger of three Harris County Department of Education procurement cooperatives, Choice Facility Partners, Gulf Coast Food Co-op and HCDE Purchasing Cooperative. Choice Partners is a national cooperative purchasing service with legally procured contracts. Using these contracts streamlines purchasing, saving time and money for governmental organizations and nonprofits. A division of [Harris County Department of Education](#), organizations in Texas that want to use these competitively bid and legally awarded contracts, sign an interlocal, government-to-government contract. Organizations outside Texas may just sign up and follow their state procurement laws.

**Q : 2. Who is eligible to use Choice Partners?**

A : Schools, colleges, universities, municipalities, counties, state agencies and other governmental entities, and nonprofits may join and use Choice Partners contracts. Private schools and higher education organizations that operate as nonprofit organizations may also become members.





# VENDOR CONTACT INFORMATION

## Balfour Company

Print Info.

**Contract Category:** Graduation Items, Yearbooks & Commemorative Items

**Contract Number:** 19/012KC-01

**Contract Terms:**

Initial Award Date: February 27, 2019

1<sup>st</sup> Renewal Start Date: February 27, 2020

Current Expiration Date: February 26, 2021

Renewal Options Remaining: 2

**CP Contract Manager:**

Steve Gibson

[steve@choicepartners.org](mailto:steve@choicepartners.org)

713-681-6052

**Contract Partner:** Balfour Company



**Contract Partner Web Site:**

<http://www.aaljackets.com>

**Approved Market Area:** National

### CONTACT INFO

For SALES

**Butch Milks**

8525 Westland West Blvd  
Houston, Texas 77041

**Phone :** 832-912-8000

**Cell Phone :** 713-882-3222

**Fax :** 832-912-8005

[butchm@balfourhouston.com](mailto:butchm@balfourhouston.com)

For SALES

**Matt Milks**

8525 Westland West Blvd.  
Houston, Texas 77041

**Phone :** 832-912-8000

**Fax :** 832-912-8005

[mattm@balfourhouston.com](mailto:mattm@balfourhouston.com)

For SALES

**Butch Milks**

8525 Westland West Blvd.  
Houston, Texas 77041

**Phone :** 832-912-8000

**Fax :** 832-912-8005

[butchm@balfourhouston.com](mailto:butchm@balfourhouston.com)





# STAFF CONTACT INFORMATION

- About Choice Partners**
- All-in-One Cooperative**
- Procurement Process**
- Member Reviews**
- FAQs**
- Current News**
- COVID-19**
- Vendor Spotlight**
- Events**
- Presentations**
- Contact Us**

<a href="#">Joann Nichols, RTSBA</a>	Assistant Director/Construction & Commodities	877-696-2122
<a href="#">Trisha Prestigiacombo, RTSBA</a>	Assistant Director/Food	713-696-0742
<a href="#">Stephen Kendrick, RTSBA</a>	Sr. Mgr. Facility Planning	713-696-8252
<a href="#">Kristi Nichols, RTSBA</a>	Contract Manager	713-696-1337
<a href="#">Michael Robles, RTSBA</a>	Contract Manager	713-316-4254
<a href="#">Monique Joseph</a>	Contract Manager	713-316-4259
<a href="#">Steve Gibson</a>	Contract Manager	713-681-6052
<a href="#">Laura Sprehe</a>	Contract Manager/Food	713-696-8213
<a href="#">Janet Wachs</a>	CE Asst. Director	832-808-0055
<a href="#">Jan Arnold, CPA</a>	Client Services Manager	713-696-0746
<a href="#">Mary Causey, MS, RTSBA</a>	Contract Compliance Specialist	713-696-8270
<a href="#">Cora Day</a>	Contract Coordinator	713-696-8208
<a href="#">Arlita Kyles, CTSBO</a>	Contract Specialist	713-696-8241
<a href="#">Yvonne Johnson</a>	General Office Clerk II	713-696-1886
<a href="#">Kay Vorish, CTSBO</a>	Contract Assistant	713-696-0743
<a href="#">Shandra Powell</a>	Clerk - General Office	713-696-1389
<a href="#">Fred Calhoun</a>	Field Representative	713-203-5365
<a href="#">Ann Marie Harbour</a>	Field Representative	817-703-7901
<a href="#">Jeff Drury</a>	Director	713-696-0786





# Survey

**Members:**  
Complete your survey at this time.  
*(YOUR FEEDBACK MATTERS!)*



# SURVEY





# Contact Information

6005 Westview | Houston TX 77055

Tel 713-696-0786 **or** 1-877-696-2122

[www.choicepartners.org](http://www.choicepartners.org)

**Follow us:**

[www.twitter.com/choice\\_partners](https://www.twitter.com/choice_partners)

[www.linkedin.com/company/choice-partners](https://www.linkedin.com/company/choice-partners)

Email: [info@choicepartners.org](mailto:info@choicepartners.org) or [jeff@choicepartners.org](mailto:jeff@choicepartners.org)



# Contacts

## CP Management

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**Joann:** [joann@choicepartners.org](mailto:joann@choicepartners.org)  
**Trisha:** [trisha@choicepartners.org](mailto:trisha@choicepartners.org)  
**Stephen:** [skendrick@hcde-texas.org](mailto:skendrick@hcde-texas.org)

## Contract Managers

**Kristi:** [kristi@choicepartners.org](mailto:kristi@choicepartners.org)  
**Laura:** [laura@choicepartners.org](mailto:laura@choicepartners.org)  
**Michael:** [michael@choicepartners.org](mailto:michael@choicepartners.org)  
**Monique:** [monique@choicepartners.org](mailto:monique@choicepartners.org)  
**Steve:** [steve@choicepartners.org](mailto:steve@choicepartners.org)

## Contract Compliance

**Mary:** [mary@choicepartners.org](mailto:mary@choicepartners.org)

## Billing

**Arlita:** [arrita@choicepartners.org](mailto:arrita@choicepartners.org)  
**Jan:** [jan@choicepartners.org](mailto:jan@choicepartners.org)  
**Kay:** [kay@choicepartners.org](mailto:kay@choicepartners.org)  
**Emily:** [emily@choicepartners.org](mailto:emily@choicepartners.org)

## Confirmation Only PO's

[ecatalog@choicepartners.org](mailto:ecatalog@choicepartners.org)

## Marketing

**Stephanie:** [sdelossantos@hcde-texas.org](mailto:sdelossantos@hcde-texas.org)  
**Janet:** [janet@choicepartners.org](mailto:janet@choicepartners.org)



The Right  
Resources.  
Right Now.

[www.choicepartners.org](http://www.choicepartners.org)