



County of San Diego

JOHN M. PELLEGRINO
DIRECTOR

DEPARTMENT OF PURCHASING AND CONTRACTING
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ALLEN R. HUNSBERGER
ASSISTANT DIRECTOR

November 3, 2020

REMINDER TO INVOICE TIMELY FOR CARES ACT FUNDED CONTRACTS

Dear County Contractors,

Your organization has been identified as having a contract with the County of San Diego (County) that includes federal CARES Act funding. To ensure that both you and the County are able to fully expend the allocated CARES Act dollars, we would like to request the following:

- Ensure that you are submitting your invoices timely and per the terms of your contract which is typically monthly; if there are past due invoices, please submit them as soon as possible to your Contracting Officer's Representative (COR).
- If you do not believe you will be able to fully expend all allocated CARES Act funding established in your contract, please communicate that expenditure status immediately to your COR.

The County received its allocation of CARES Act funding to effectively respond to the needs of the community during the COVID-19 pandemic. To ensure the community fully benefits from these resources allocated to the region, your partnership in this response has been essential and is very much appreciated. Additionally, the County wants to ensure that you are compensated timely for your efforts accomplished under your contract.

Thank you again for serving the community during this critical time and for responding to this request. Please respond as soon as possible directly to your designated COR(s).

Sincerely,

John M. Pellegrino, Director
Department Purchasing and Contracting

Cc: Maggie Ramsberger, HHS Agency Contracts Support
CORs