



## Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

K12 Insight, LLC hereby provides notice of the following update to  
(Vendor Name)

Feedback & Customer

Contract number: R170401 for Service Solutions for Schools on this date 09/16/2019.  
Contract Title

**Instructions:** Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the OMNIA Partners Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

**Authorized Distributors/Dealers**

\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**

\_\_\_\_ Supporting Documentation

**Products/Services**

\_\_\_\_ New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**

\_\_\_\_ Supporting Documentation

**States/Territories**

\_\_\_\_ Supporting Documentation

**Other** inclusion of all education industry customers

\_\_\_\_ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary).

K12 Insight is seeking to extend the sales of its products and services beyond the K-12 education market.

To ensure all educational institutions are able to utilize our National IPA contract, K12 Insight requests an update to contract #R170401 to formally state the inclusion of all institutions of education, public and private, from pre-K through higher education, adult learning, and state and local departments of education and associated entities.

Submitted By: Lori Ingram

Title: Projects & Contracts Manager

Contact Number: 703-542-9586

Email Address: lingram@k12insight.com

**Approved Date** 9/24/2019

**Denied Date** \_\_\_\_\_

Region 4 ESC: \_\_\_\_\_

DocuSigned by:  
Robert Eigelmann  
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