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NOTICE TO OFFEROR

ADDENDUM NO. 2

Solicitation Number 26-03

Request for Proposal (“RFP”) by

Region 4 Education Service Center (“ESC”) for

Travel Management

SUBMITTAL DEADLINE: Thursday, February 12, 2025, 2:00 PM CENTRAL TIME

This Addendum No. 2 amends the Request for Proposals (RFP) for Travel Management (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 4 Education Service Center (“Region 4 ESC”) requests proposals from qualified suppliers with the intent to enter into a Contract for Travel Management. Addendum No. 2 is hereby issued as follows:

1. Event Details tab, Close Date & Time has been updated to 2/19/2026 at 2:00 PM CST.
2. Activities tab, Calendar of Events – Proposal Due Date and Proposal Opening has been updated to 2/19/2026 at 2:00 PM CST.
3. Added “Addendum No. 2 to the Attachments tab.
4. Added “Addendum No. 2 to the Response Attachments tab.

All other items on this page shall remain.

All questions and answers will be posted to [Region 4 ESC](#). Offerors are responsible for viewing the website to review all questions and answers prior to submitting proposals. Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

RECEIPT OF ADDENDUM NO.1 ACKNOWLEDGEMENT

Offeror shall acknowledge this addendum by signing below and **INCLUDE** in their proposal response.

Company Name _____

Contact Person _____

Signature _____

Date _____

Crystal Wallace
Region 4 Education Service Center
Procurement Contract Liaison