



## 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.

EPIC Business Essentials \_\_\_\_\_ hereby provides notice of the following update to  
(Vendor Name)

Contract number: R190301 for Office Supplies/Technology on this date 1/30/2024.  
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.**

### X 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** \_\_\_\_\_  
 Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). Request to add as a dealer/distributor: Office Products Alliance (OPA) 2015 Washington Street, Kansas City, MO 64108 to provide network cable services and solutions under the category Office Equipment and Technology. Pricing will be locally negotiated between member and servicing dealer by project scope.

Submitted By: Douglas Fox

**Approved Date** 2/5/2024 | 1:19 PM CST

Title: Pricing Analyst \_\_\_\_\_

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

Contact Number: R190301

Email Address: dfox@epicbusinessessentials.com

DocuSigned by:  
**Region 4 ESC:** Jorgannie Carter  
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