



## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211302, for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

ODP Business Solutions, LLC hereby provides notice of the following update on  
(Contractor)

this date September 18, 2023.

**Instructions:** Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

■ **Authorized Distributors/Dealers**

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

■ **Products/Services**

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

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q4 pricing per terms of contract. Proposed implementation date 10-16-2023.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@ODPBusiness.com

■ **Approved by Email:** Date 9/18/2023 | 5:11 PM CDT

■ **Denied by Email:** Date \_\_\_\_\_

DocuSigned by:  
Robert Zingelmann  
Region 4 ESC: \_\_\_\_\_  
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Region 4 ESC Q4-2023 Synopsis:

Q4-2023: Total of 8094 total across 6 Region 4 Cores and 9147 Non-Core items

- Master Core – 1324 items
  - School Core – 1332 items
  - Furniture Core – 1657 items
  - Jan/San Core – 2575 items
  - CPD Core – 986 items
  - Tech Core – 220 items
  - Q4-2023 Non-Core – 9147 items
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- 130 Items deleted across all Cores – 24 Master/26 School/34 Furniture/40 Jan San/6 Tech
  - 130 Items added across all Cores – 24 Master/26 School/34 Furniture/40 Jan San/6 Tech
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- 258 Items removed from Q4-2023 Non-Core
  - 1157 Items added to Q4-2023 Non-Core

Core:

There are 411 core items that increased an average of 5.72% due to vendor increases

Non-Core:

- 596 items decreased an average of 19.19%.
- 217 items increased an average of 10.31%

Update will go into effect: October 16, 2023