



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.

Propio LS, LLC _____ hereby provides notice of the following update to
Contract number: R2110610 ^(Vendor Name) for Interpretation and Translation Services and Related Solutions
on this date 8/19/25 _____ ^(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.

- Authorized Distributors/Dealers**
 - ____ Addition
 - ____ Deletion
 - ____ Supporting Documentation
- Products/Services**
 - ____ New Addition
 - ____ Update Only
 - ____ Supporting Documentation
- Discontinued Products/Services**
 - ____ Supporting Documentation
- States/Territories**
 - ____ Supporting Documentation
- Price Update**
 - ____ Supporting Documentation
- Material Change**
 - ____ Assignment
 - ____ Change in Ownership (Sale/Purchase)
 - ____ Bankruptcy
 - ____ Acquisition
 - ____ Merger
 - ____ Supporting Documentation
- Other** See attached Letter _____
- ____ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). For material changes, indicate the name of the company of the awarded supplier and the official name of assigned or added company.

Signature of Vendor: Christopher Pesce
Submitted By: Lisa Stokesbury
Title: Director, Strategic Partnerships

Approved Date: 10/3/2025
 Denied Date: _____
Region 4 ESC 1st Review: DS
CW
Initials

Contact Phone Number: 937-401-1471

Signed by: Adam Tabar
Region 4 ESC: A5A9F62707BB46B... Signature

Email Address: _____

For material changes, the awarded contract holder and/or subsequent assignee agrees to and understands the following principles:

i. **Contract holder reference.** If the contract holder undergoes a merger, acquisition, or partial assignment, in which case they still maintain the contract, then all transactions made under the existing contract number (including purchase orders) must reference the name of the awarded contract holder. The exception to this requirement is if the contract holder no longer holds the contract or if the company has been acquired by another company and undergone a name change. Notice of the authorized name change, to the existing contract, must be provided and approved by Region 4.

In instances where the contract holder has acquired a separate and distinct company, and it is necessary to designate those certain purchases facilitated by the non-contract holder, then this designation may be made if, and only if, the contract holder is also referenced on the transaction.

ii. **Maintenance of records.** Both the awarded contract holder and subsequent assignee agree to remain responsible for maintaining all auditable records, including documents kept in the ordinary course of business and sales invoices, related to OMNIA Partners, Public Sector and/or contract number pursuant to the statutory requirements identified in the vendor contract.

iii. **Payments.** Both the awarded contract holder and subsequent assignee agree that all payments made by participating entities must be made directly to the contract holder, unless otherwise approved by Region 4. Accordingly, both parties acknowledge that in instances where it is necessary to designate the purchases facilitated by assignee, that the contract holder must also be referenced on the purchase order.

iv. **Handling of Proprietary and/or Confidential Information.** In accord with the terms of the contract, both awarded vendor and assignee agree that at all times it will hold in strict confidence and not disclose to any third party Confidential and/or Proprietary information of Region 4, except as approved in writing by Region 4, and will use the Confidential Information for no purpose other than providing services under the contract. Both awarded vendor and assignee shall only permit access to Confidential Information to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.

This document is to be construed in strict accordance with the terms and conditions outlined in the Region 4/vendor Master Agreement referenced herein. Both awarded vendor and assignee agree to uphold the vendor obligations set forth in the vendor agreement. This Agreement will become effective when signed by all parties.



10801 Mastin Blvd., #580
Overland Park, KS 66210
Propio.com

August 19, 2025

Region 4 Education Service Center
OMNIA
7145 W. Tidwell Road
Houston, TX 77092

RE: Addendum to Contract R2110610

To Whom It May Concern,

Propio LS, LLC is requesting an addendum to the contract language regarding the use of subcontractors for supporting our services. To support this contract nationally and keep the members currently using this contract compliant, Propio would like to have the following responses updated.

Page 61 of the above-stated contract, question 8, updated response:

The current subcontractors that Propio works with do not hold any diverse certifications. As subcontractors are added and assigned to support this agreement, we will provide a list of the subcontractors and any diverse certifications they may hold.

Page 64 of the above-stated contract, question 4, updated response:

Propio's subcontractors are independent linguists/translators who are part of our network. Propio also uses nationwide partners as subcontractors to help support various on-site interpreting requests. Propio manages all scheduling, compliance, and requests within our proprietary systems for any subcontractors used. The interpreters assigned by our subcontractors must meet the contract's standards and qualifications to support any requests.

Thank you in advance for considering our request for an addendum to the contract with the Region 4 Education Service Centers.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Stokesbury".

Lisa Stokesbury
Director of Strategic Partnerships






Contract Addendum Request Region 4 PLS 9.30

Final Audit Report

2025-10-01

Created:	2025-10-01
By:	Mike Adams (madams@propio.com)
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"Contract Addendum Request Region 4 PLS 9.30" History

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-  Document emailed to Christopher Pesce (cpesce@propio.com) for signature
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-  Email viewed by Christopher Pesce (cpesce@propio.com)
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-  Document e-signed by Christopher Pesce (cpesce@propio.com)
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