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NOTICE TO OFFEROR

ADDENDUM NO. 3

Solicitation Number 20-09

Request for Proposal (“RFP”)
by

Region 4 Education Service Center (“ESC”)
for
Unified Communications as a Service (UCaaS)

SUBMITTAL DEADLINE: Tuesday, May 5, 2020, 10:00 AM CENTRAL TIME

This Addendum No. 3 amends the Request for Proposals (RFP) for Unified Communications as a Service (“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 Unified Communications as a Service. Addendum No. 3 is hereby issued as follows:

1. **Proposal Format**: The submission requirement in Section 5 in the “Instructions to Offerors” in this RFP is hereby revised as follows:
 - The requirement for two (2) bound copies is waived.
 - Offeror must submit their complete response on two (2) electronic copies; pin/flash drives. Offeror must also submit two (2) electronic proposals free of proprietary information to be posted, if awarded a Contract.
2. **Required Documents**
 - Any document requiring appearance before a notary shall be waived until a later date or upon Region 4 ESC request.

RECEIPT OF ADDENDUM NO. 3 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
Business Operations Specialist