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## NOTICE TO OFFEROR

### ADDENDUM NO. 2

Solicitation Number 22-01

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”) for  
Travel Management, Travel Expense Management and Related Services

This Addendum No. 2 amends the Request for Proposals (RFP) for Travel Management, Travel Expense Management and Related Services 22-01 (“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, Travel Expense Management and Related Services. Addendum No. 2 is hereby issued as follows:

#### **Clarifications:**

1. The changes being made to this RFP are being made to correct a reference in Section 3.3 L. of Exhibit A,

#### **Changes to the RFP:**

1. Remove Section 3.3 L. of Exhibit A and replace it with the following language:

- L. Provide the Contract Sales (as defined in Section 12 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement (“Guaranteed Contract Sales”).

\$\_\_\_\_\_ .00 in year one  
\$\_\_\_\_\_ .00 in year two  
\$\_\_\_\_\_ .00 in year three

To the extent Supplier guarantees minimum Contract Sales, the Administrative Fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

**RECEIPT OF ADDENDUM NO. 2 - 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