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## NOTICE TO OFFEROR

### ADDENDUM NO. 1

Solicitation Number 21-11

Request for Proposal (“RFP”)  
by

Region 4 Education Service Center (“ESC”)  
for  
Fuel Card Services and Related Products

**SUBMITTAL DEADLINE: Tuesday, August 24, 2021, 2:00 PM CENTRAL TIME**

This Addendum No. 1 amends the Request for Proposals (RFP) for Fuel Card Services and Related Products (“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 Fuel Card Services and Related Products. Addendum No. 1 is hereby issued as follows:

**1. II. Calendar of Events Deadline corrected to read:**

<b><u>Event</u></b>	<b><u>Date</u></b>
Issue RFP	July 7, 2021
Pre-proposal Conference	July 20, 2021
Deadline for receipt of questions via email	July 23, 2021
Issue Addenda (if required)	TBD
Proposal Due Date	August 24, 2021
<b>Approval from Region 4 ESC</b>	<b>October 26, 2021</b>
<b>Contract Effective Date</b>	<b>January 1, 2022</b>

**2. III. INSTRUCTION TO OFFEROR #5, Proposal Format replaced with the following:**

Proposals must contain two (2) electronic copies on flash drives (signed). Offeror must also submit two (2) electronic proposals free of proprietary information to be posted, if awarded a Contract.

Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted. Sealed responses may be submitted on any or all items, unless stated otherwise.

Responses must be provided in a binder format (see #6. Binder Tabs) clearly identified with the name of the Offeror's company and the solicitation name and number.

Tabs should be used to separate the proposal into sections. The following items identified must be included behind the tabs listed below. Each section should contain both the section of the RFP referenced and the Offeror's response to that section. Offerors failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

## **RECEIPT OF ADDENDUM NO. 1 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