



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/TCPN 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.

MeTEOR Education, LLC hereby provides notice of the following update to
(Vendor Name)

TCPN contract number: R142203 for Furniture & Installation on this date 05/08/2017.
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. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the TCPN Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

Authorized Distributors/Dealers
____ Addition
____ Deletion
____ Supporting Documentation

Price Update
____ Supporting Documentation

Products/Services
____ New Addition
____ Update Only
____ Supporting Documentation

Discontinued Products/Services
____ Supporting Documentation

States/Territories
____ Supporting Documentation

Other EDGAR Vendor Certification
CMS Supporting Documentation

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

EDGAR Vendor Certification

Submitted By: Caroline Smith

Approved by Email: Date _____

Title: Strategic Bids and Contracts Manager

Denied by Email: Date _____

Contact Number: 352-416-1323

Region 4 ESC: _____

Email Address: bids@meteorededucation.com

TCPN: _____