

NOTE: All vendors that had their contract expire in December 2019 will need to submit all new signed documents contained and required in this RFP. (This may be checked on our website under your company link, and the contract date is posted there under the Notice of Award.)

The USETPA puts out a new RFP approximately every 6 months for several reasons listed below:

- 1) allow new **vendors** to join (restricted under most state/federal regulations)
- 2) allow existing **vendors** to **add products/services** that weren't included originally. (restricted time frames under most state/federal regulations)
- 3) allow existing **vendors** to modify minimum pricing discounts, if necessary. (restricted time frames under most state/federal regulations)
- 4) change any of the original paperwork, such as states are added or deleted, or new offices open, etc.
- 5) Update any state/Federal regulations that have changed (We will notify everyone if this applies, as everyone needs to be current with those regulations)

If none of the above, 1-4, apply, then you don't need to reply or do anything with this new RFP.

NOTE: If you want to easily upgrade to the latest contract, please submit the following items listed below.

Please send printed, original signed copies of the following items and they must be received before the deadline date listed in the RFP: [2/10/20](#)

- 1) Send us on a company letterhead a statement that your firm wishes the USETPA to include prior document submissions to this current RFP response.
- 2) Send a new signed copy of Appendix K: Previous Responses, Appendix N: Iran Divestiture Certification, and Appendix O: Edgar Compliance.
- 3) Sign and update any other Appendices that might need changes, or that you did not submit originally, such as Appendix G & H.
- 4) Include any new product/pricing structure as needed and submit those as well.
- 5) Add or delete any specific vendors to your contract.
- 6) A new contract number will be issued and posted online.

Send these signed, printed documents to the address listed in the new RFP and must be received before the RFP deadline: [2/10/20](#)

USETPA
3100 Dick Pond Rd, Ste E
Myrtle Beach, SC 29588

The fees and quarterly reports stay the same, unless your company wishes to use direct deposit electronic payments. If you wish to implement that payment method, please contact the Consortia Purchasing Advisors for the electronic payment information)

Consortia Purchasing Advisors, LLC (CPA) by email at: reports@cpadv.info

Please feel free to give me a call if you need any advise or have any questions.

Landon