



## Important Notice of New Sourcewell-Awarded Contracts

Notice Date: 7/1/2020

Dear Valued Sourcewell Participating Member,

We sincerely appreciate your patronage with Staples as well as your use of our valuable Sourcewell-awarded national cooperative contracts.

We are writing you today to communicate that the existing Sourcewell Office Supplies Contract #010615-SCC you are utilizing will expire on July 31, 2020. In addition, the Furniture Contract #031715-SCC recently expired on April 9, 2020 and was replaced by #121919-SCC on April 10, 2020.

We are excited to share that Staples was awarded the new publicly solicited Sourcewell contract #012320-SCC Office Supply Catalog Solutions, and that we will be able to continue to service you under this new contract effective August 1, 2020.

Unless we hear from you prior to July 27, we will automatically apply the pricing and terms of the newly awarded Sourcewell Contract #012320-SCC to the StaplesAdvantage.com account that is currently linked to our existing Sourcewell contract, effective August 1, 2020. Per this notice, all previous Participating or Program Agreements are also terminated effective July 31, 2020 and the new contract terms will apply on August 1, 2020. If a new participating agreement is desired under our new awarded contracts, please contact your Staples representative. Otherwise, there will be no interruption to your account # or User ID's, no changes to the online ordering process, no impact to your order history or billing methods, etc. As always, you can expect exceptional government contract pricing, tailored customer service, and dedicated sale support for your procurement needs.

A link to the highlights of these new Sourcewell-awarded contracts are provided for your reference:

- Office Supplies: <https://www.sourcewell-mn.gov/cooperative-purchasing/012320-scc>
- Furniture: <https://www.sourcewell-mn.gov/cooperative-purchasing/121919-scc>

Thank you,

Your Staples Team