



MEMORANDUM

TO: RBWO Providers
FROM: Renita Jeffries, Fiscal Program Director
DATE: June 29, 2018
RE: RBWO Contract Changes

A handwritten signature in blue ink, appearing to be "Renita Jeffries".

The DHS Office of Procurement and Contracts (OPC) has begun the process of distributing the FY19 RBWO contracts. If you have any administrative changes to your Annex E Rate Schedule which include: Provider Name change, location change, mailing address change, telephone number change, adding a location etc. please do not submit these changes to DHS OPC currently. These administrative changes do not require a contract amendment. If you have no other changes, please sign your contract and return it to the DHS OPC contract administrator. All administrative changes to the Annex E Rate Schedule will begin on 8/1/2018. You will receive an e-blast via GA Score on how to submit administrative changes to your Annex E Rate Schedule.

Thank you for your cooperation.

Renita Jeffries
Fiscal Program Director

cc. Shaun Johnson, OPM Director
Brenda Jones, OPM Business Administrator