



CONTRACT RENEWAL LETTER

Date: August 27, 2025
Contract #: UCPJMU6770
Service: IT Consulting Services
Renewal Period: 12/11/2025 to 12/10/2026
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Katie Forsyth, Buyer Senior Ph: 540-568-5113
Fx: 540-568-7935

Contractor: Prosci, Inc.
2950 E Harmony Road
Fort Collins, CO 80528

Contract Administrator: Robin Bryan, Information Technology

Description of Renewal Notice:

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same and is attached to this renewal.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed renewal notice to my attention within ten days.

Prosci, Inc.
By: Jennifer Tucker

Jennifer Tucker
Name (print) 9/10/2025

Sr. Director, Legal Date Signed
Title

James Madison University
By: Katie Forsyth

Katie Forsyth,
Name (print)

Buyer Senior 8/27/25

Title Date Signed



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Renewal Period: 12/11/2025 – 12/10/2026
Commodity: IT Consulting Services

PRICING SCHEDULE:

- 1. Contractor’s pricing plan for the Purchasing Agency is as follows:
(All prices are in US dollars and per hour rates)

Prosci Advisory Services Resources	Onsite	Offsite
Engagement Leader	425.00	425.00
Principal Change Advisor	325.00 - 425.00	325.00 - 425.00
Change Advisor	200.00 - 275.00	200.00 - 275.00

Prosci, Inc. and JMU will engage in discussions regarding projects as the need arises. Both parties will collaboratively establish a clear scope of work, and a consensus will be reached on the applicable hourly rate(s) and reimbursable expenses for the project as may be mutually agreed upon in advance.

- 2. Onsite pricing is not inclusive of all travel costs. Invoices will include Prosci’s fees, material costs, shipping expenses, travel and lodging expenses, and other expenses and/or fees as indicated in an applicable SOW, together with appropriate receipts. All travel expenses shall be in accordance with the U.S. General Services Administration (GSA) allowance for lodging, meals, and incidentals. Travel expenses shall be agreed upon ahead of time, per each engagement’s SOW.
 - a. <http://www.gsa.gov/portal/content/104877>
 - b. <http://www.gsa.gov/portal/content/101518>
- 3. Billable hours shall be for actual work hours on authorized projects/tasks rounded to the quarter hour. Billable hours shall not include travel time.
- 4. Contractor shall provide detailed invoicing to include project title, number of hours worked onsite and/or offsite, role of individual(s) performing the work, and specific tasks performed.
- 5. The University may also request that these services be provided as a fixed-fee project, as would be mutually agreed to prior to services being rendered, with deliverables billed upon completion of milestones.
- 6. The University may also request that these services be provided as a monthly subscription service, as would be mutually agreed to prior to services being rendered, with deliverables determined by monthly service requirements.
- 7. The Purchasing Agency reserves the right to reject any assigned personnel at any time with or without cause. Contractor shall provide a suitable replacement within a timely manner.



Renewal #2

8. Contractor has disclosed all potential fees. Additional charges will not be accepted.