



## CONTRACT RENEWAL LETTER

**Date:** January 15, 2025  
**Contract #:** UCPJMU6789  
**Service:** Study Abroad and International Student and Scholar Services Management SaaS  
**Renewal Period:** 3/12/2025 to 3/11/2026  
**Renewal #:** 1 of 9 One-Yr  
**Issued By:** James Madison University  
 Colleen Johnson, Lead Commodity Contract Officer  
 & Project Manager Ph: 540-568-3137  
 Fx: 540-568-7935

**Contractor:** Terra Dotta, LLC  
 1330 Environ Way  
 Chapel Hill, NC 27517

**Contract Administrator:** Jonathan Kratz, Academic Affairs

### **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 for the SaaS subscription Fees will increase by 2.3% in accordance with the “other services” category of the CPI-W. All other pricing will remain the same. An updated pricing schedule 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.

**Terra Dotta, LLC**  
 Signed by: *Amanda Powers*  
 By: *George Hogan*  
 George Hogan  
 Amanda Powers  
 Name (print)  
 Chief Sales Officer  
 1/16/2025  
 Title Date Signed

**James Madison University**  
 By: *Colleen Johnson*  
 Colleen Johnson, CUPO  
 Name (print)  
 Lead Commodity Contract Officer & Project Manager 1/16/2025  
 Title Date Signed



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**Contractor:** Terra Dotta, LLC

**Renewal Period:** 3/12/2025 – 3/11/2026

**Commodity:** Study Abroad and International Student and Scholar Services Management SaaS

**1. Pricing Schedule:**

<b>Scope of Services</b>	<ul style="list-style-type: none"> <li>• <b>Terra Dotta Software as a Service for Study Abroad</b> – The Service is provided for use by Client to manage its study abroad programs and enrollments, unlimited applicants.</li> <li>• <b>Terra Dotta Software as a Service for ISSS</b> – The Service is provided for use by Client to manage its International Student Services, unlimited SEVIS active visitor records.</li> <li>• Software Service is inclusive of Database Encryption At-Rest.</li> </ul>
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<b>Services Description</b>	<b>Total</b>
SaaS subscription Fees – Study Abroad; Service Date 04/01/2025 – 03/31/2026	\$16,265.85
SaaS subscription Fees – ISSS; Service Date 04/01/2025 – 03/31/2026	\$16,265.85
Dottan Desk PRO Service Fee (4 hours per month) – for Study Abroad	\$7,200.00
Dottan Desk LITE Service Fee (2 hours per month) – for ISSS	\$3,600.00
NOTE: Any time spent in excess of Client's allotted monthly time will be invoiced to Client at the rate of \$250.00 immediately following the month of service.	

- Any credit card processing fees shall not be in excess of Visa Merchant Credit Surcharging regulations found here: <https://usa.visa.com/support/small-business/regulations-fees.html>
- Contractor has disclosed all potential fees. Additional charges will not be accepted.