



CONTRACT RENEWAL LETTER

Date: December 19, 2024
Contract #: UCPJMU6827
Service: Sponsored Programs Evaluation Services
Renewal Period: 2/21/2025 to 2/20/2026
Renewal #: 1 of 4 One-Yr
Issued By: James Madison University
Shanna Devers, Buyer Senior Ph: 540-568-3131
Fx: 540-568-7935

Contractor: BridgeWater Education Consulting, LLC
Attn: Elizabeth Anne Day
3665 Sandpiper #115
Virginia Beach, VA 23456

Contract Administrator: Shanna Devers (CA), Sponsored Programs

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 increase by 2.4% in accordance with the "other services" category of the CPI-W. 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.

BridgeWater Education Consulting, LLC

By: Elizabeth Anne Day

Elizabeth Anne Day

Name (print)

Sr. Education Consultant, Manager 1/24/2025

Title

Date Signed

James Madison University

By: Shanna Devers

Shanna Devers,

Name (print)

Buyer Senior

Title

12/19/2024

Date Signed

Contract #: UCPJMU6827

Contractor: BridgeWater Education Consulting, LLC

Renewal Period: 2/21/2025 – 02/20/2026

Commodity: Sponsored Programs Evaluation Services

Pricing Schedule

1. Contractor's pricing schedule for the Purchasing Agency is as follows:

Roles	Hourly Rate*
Elizabeth A. Day	\$112.64
Janice O. Easton	\$92.16
Mary D. Rush	\$30.72

*Hourly rates are in effect for any location where work for this contract is conducted.

2. BridgeWater Education Consulting, LLC 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. The Contractor shall not be reimbursed for, nor will James Madison University purchase, any operational needs or expenses of the Contractor, which includes, but is not limited to, office supplies and equipment, computers and accessories, and office furniture.
3. Billable hours shall be for actual work hours on authorized projects/tasks rounded to the quarter hour. Contractor shall not bill or be compensated for travel time.
4. Should travel be required during the term of this contract, all travel Contractor billing for travel related expenses must invoice in accordance with the U. S. General Services Administration (GSA) for lodging, meals and incidental expenses at the time of travel, which can be referenced at: <http://www.jmu.edu/finprocedures/4000/4215mie.shtml>.

Transportation for air travel and car rental will be paid at cost with Contractor providing a documented receipt to the University. Contractor shall book air travel and car rental to ensure expenses remain economical. Air fare shall be reimbursed for coach/standard with no upgrades and car rental shall be reimbursed for standard with no upgrades.

5. 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.
6. 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.
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.
8. Contractor has disclosed all potential fees. Additional charges will not be accepted.