



CONTRACT RENEWAL LETTER

Date: November 18, 2024
Contract #: UCPJMU6830
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: Elite Research, LLC
9901 East Valley Ranch Parkway Ste. 2035
Irving, TX 75063

Contract Administrator: Shanna Devers (CA), Sponsored Programs

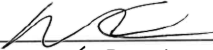
Description of Renewal Notice:

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.

Elite Research, LLC

By: 
René Paulson
Name (print)
President & Senior Statistician 11/19/24
Title Date Signed

James Madison University

By: 
Shanna Devers,
Name (print)
Buyer Senior 11/18/2024
Title Date Signed

Contract #: UCPJMU6830
Contractor: Elite Research, LLC
Renewal Period: February 21, 2025 to February 20, 2026
Commodity: Sponsored Programs Evaluation Services

Pricing Schedule

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

| Service, Planning, and Design | Hourly Rates | Primary Staff Level |
|--|---------------------|--------------------------------|
| Research Questions, Aims, and Goals | \$87.04 - \$131.07 | Consultant, Analyst |
| Project Design, Feasibility, and Logistics | \$87.04 - \$131.07 | Consultant, Analyst |
| Cultural context & community engagement | \$73.73 - \$131.07 | Consultant, Analyst, Associate |
| Research Design, Methodology, & Protocol | \$87.04 - \$131.07 | Consultant, Analyst |
| Instrument Development | \$108.54 - \$131.07 | Consultant |
| Data Governance Planning | \$87.04 - \$131.07 | Consultant, Analyst |
| Data Sources (Primary/Secondary) | \$73.73 - \$131.07 | Consultant, Analyst, Associate |
| Logical Model, Evaluation Plans | \$108.54 - \$131.07 | Consultant |
| Monitoring and Evaluation | \$87.04 - \$131.07 | Consultant, Analyst |

| Data Collection | | |
|----------------------------------|---------------------|-------------------------------|
| Interview and focus groups | \$73.73 - \$87.04 | Analyst, Associate |
| Sampling and Recruitment | \$44.03 - \$87.04 | Analyst, Associate, Assistant |
| Database Set-up and Management | \$108.54 - \$131.07 | Consultant, Analyst |
| Survey Collection and Monitoring | \$87.04 - \$87.04 | Analyst, Associate, Assistant |

| Analysis | | |
|---------------------------------|--------------------|---------------------|
| Data Preparation and Validation | \$87.04 - \$131.07 | Consultant, Analyst |

| | | |
|-------------------------------|--------------------|---------------------|
| Basic Statistical Analysis | \$87.04 - \$131.07 | Consultant, Analyst |
| Advanced Statistical Analysis | \$87.04 - \$131.07 | Consultant |
| Data Visualization | \$87.04 - \$131.07 | Consultant, Analyst |

| | | |
|-----------------------------------|--------------------|--------------------------------|
| Data Insights | | |
| Custom Dashboards | \$87.04 - \$131.07 | Consultant, Analyst |
| Results Presentations and Reports | \$73.73 - \$131.07 | Consultant, Analyst, Associate |
| Evidence-based recommendations | \$87.04 - \$131.07 | Consultant, Analyst |
| Process Optimization | \$73.73 - \$131.07 | Consultant, Analyst, Associate |

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|--|--------------------|------------------------------|
| Other | | |
| Transcription | \$44.03 - \$65.54 | Editor, Assistant, Associate |
| Translation | \$44.03 - \$65.54 | Editor, Assistant, Associate |
| Editing (Line-by-line, Formatting & Writing) | \$44.03 - \$65.54 | Editor |
| Coaching and Training | \$87.04 - \$131.07 | Consultant, Analyst |

2. Elite Research, 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.
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.