



**CONTRACT RENEWAL LETTER**

**Date:** November 13, 2024  
**Contract #:** UCPJMU6831  
**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:** Weldon Cooper Center for Public Service (UVA)  
 2400 Old Ivy Road  
 Charlottesville, VA 22903

**Contract Administrator:** Shanna Devers (CA), Procurement Buyer

**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.

**Weldon Cooper Center for Public Service (UVA)**

By: 

Eric Scorsone

*Name (print)*

Executive Director 11/18/2024

*Title Date Signed*

**James Madison University**

By: 

Shanna Devers,

*Name (print)*

Buyer Senior 11/13/2024

*Title Date Signed*

**Contract #:** UCPJMU6831

**Contractor:** Weldon Cooper Center for Public Service (UVA)

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

**Commodity:** Sponsored Programs Evaluation Services

**Pricing Schedule**

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

<b>Staff role</b>	<b>Hourly Rate (Labor Only)</b>	<b>Hourly Rate with travel to Harrisonburg*</b>	<b>Hourly Rate with travel to Washington, DC for 2 days**</b>
Executive staff D	\$250.00	\$364.31	\$1,102.00
Executive staff C	\$200.00	\$314.31	\$1,052.00
Executive staff B	\$175.00	\$289.31	\$1,027.00
Associate staff C	\$155.00	\$269.31	\$1,007.00
Executive staff A	\$155.00	\$269.31	\$1,007.00
Associate staff B	\$140.00	\$254.31	\$992.00
Associate staff A	\$130.00	\$244.31	\$982.00
Technical staff	\$110.00	\$224.31	\$962.00
Research analyst	\$77.00	\$191.31	\$929.00
Lab manager	\$70.00	\$184.31	\$922.00
Research support staff	\$60.00	\$174.31	\$912.00
Clerical staff B	\$40.00	\$154.31	\$892.00
Lab supervisor	\$40.00	\$154.31	\$892.00
Interviewer B	\$31.00	\$145.31	\$883.00
Interviewer A	\$26.00	\$140.31	\$878.00
Clerical Staff A	\$25.00	\$139.31	\$877.00

\* Includes labor and travel funds for one day trip to Harrisonburg, VA for in-person meeting.

\*\* Includes labor and travel funds for two-day trip to Washington, DC; evaluators are often included in annual grantee meeting

2. Weldon Cooper Center for Public Service 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. 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 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.
7. Contractor has disclosed all potential fees. Additional charges will not be accepted.