



## CONTRACT RENEWAL LETTER

**Date:** February 13, 2020  
**Contract #:** UCPJMU5498  
**Service:** Web Application Development Services  
**Renewal Period:** 5/1/2020 to 4/30/2021  
**Renewal #:** 1 of 4 One-Year *2/13/20*  
**Issued By:** James Madison University *3/5/20*

LeeAnne Beatty Smith, Buyer Senior

Ph: 540-568-7523

Fx: 540-568-7935

**Contractor:** Forum One Communications Corporation  
Attn: Chris Wolz  
2200 Mount Vernon Avenue  
Alexandria, VA 22301

Ph: 703-548-1855

**Contract Administrator:** John McNaught, T/TAC

### **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 2.1% in accordance with the "other services" category of the CPI-W. An updated price list 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.

### **Forum One Communications Corporation**

**By:** *Chris Wolz*  
Chris Wolz

*Name (print)*

President & CEO 3.4.20

*Title Date Signed*

### **James Madison University**

**By:** *LeeAnne Beatty Smith*  
LeeAnne Beatty Smith, CPPB, VCA, CUPO

*Name (print)*

Buyer Senior

*Title Date Signed* *2/13/20*



**Contract #:** UCPJMU5498

**Contractor:** Forum One Communications Corporation

**Renewal Period:** 05/01/2020 - 04/30/2021

**Commodity:** Web Application Development Services

Contractor Hourly Pricing:	Hourly Rate
Junior Analyst	\$89.13
Business Analyst	\$99.04
Task Manager	\$148.30
Project Director	\$183.22
Junior Strategist	\$115.78
Project Strategist	\$158.46
Senior Strategist	\$207.98
Associate Developer	\$116.80
Website Developer	\$163.41
Senior Website Developer	\$190.23
Technical Website Lead	\$207.98

Contractor shall provide detailed project quotes (*number of hours to be worked, contracted hourly rates, deliverable(s) to be provided, timelines, total cost*) for the scope of work provided by the Purchasing Agency. The Purchasing Agency shall issue purchase orders in accordance with the project quote that shall authorize the Contractor to proceed with work. There shall be no work permitted under this contract without an agency issued purchase order. Any Purchasing Agency requested change(s) to the project scope of work that will institute a change in cost shall be addressed through an updated project quote and purchase change order; there shall be no increase to the project cost otherwise.

The Purchasing Agency shall preapprove in writing all Contractor reimbursable travel associated with this Contract. Contractors 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>.

**Contractor Invoicing:**

- Shall occur upon completion of work (*project progress invoicing is acceptable*).
- Shall occur at the contracted hourly rate in quarter hour increments for the actual time that work was performed.

There shall be no miscellaneous fees invoiced to the Purchasing Agency that have not been identified herein.