



**CONTRACT RENEWAL LETTER**

**Date:** February 24, 2023  
**Contract #:** UCPJMU6005  
**Service:** Voluntary Employee Benefits  
**Renewal Period:** 4/5/2023 to 4/4/2024  
**Renewal #:** 2 of 7 One-Yr  
**Issued By:** James Madison University  
 Dana Simmers, Buyer Senior Ph: 540-568-5113  
 Fx: 540-568-7935

**Contractor:** Financial Integrity Resources Management (FIRM)  
 Attn: Philip Harris  
 300 E Lombard Street, Suite 840  
 Baltimore, MD 21202 Ph: 410-463-9466

**Contract Administrator:** Julie Byers, Human Resources

**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.

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.

**Financial Integrity Resources Management (FIRM)**

**By:**   
 \_\_\_\_\_  
 Philip Harris  
 \_\_\_\_\_  
*Name (print)*

President & CEO  
 \_\_\_\_\_  
*Title*

2-24-2023  
 \_\_\_\_\_  
*Date Signed*

**James Madison University**

**By:**   
 \_\_\_\_\_  
 Dana Simmers, CUPO  
 \_\_\_\_\_  
*Name (print)*

Buyer Senior  
 \_\_\_\_\_  
*Title*

2-24-2023  
 \_\_\_\_\_  
*Date Signed*