



CONTRACT RENEWAL LETTER

Date: January 02, 2024
Contract #: UCPJMU5498
Service: Web Application Development Services
Renewal Period: 5/1/2024 to 4/30/2025
Renewal #: 5 of 5 One-Yr
Issued By: James Madison University
Shanna Devers, Buyer Senior Ph: 540-568-3131
Fx: 540-568-7935
Contractor: Forum One Communications Corporation
Attn: Elisabeth Bradley
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 2.6% 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.

Forum One Communications Corporation


By: 
Elisabeth Bradley

Name (print)

CEO 01/05/2024

Title Date Signed

James Madison University

By: 
Shanna Devers,

Name (print)

Buyer Senior

Title Date Signed 1/3/2024



Contract #: UCPJMU5498

Contractor: Forum One Communications Corporation

Renewal Period: 05/01/2024 - 04/30/2025

Commodity: Web Application Development Services

Contractor Hourly Pricing:	Hourly Rate
Junior Analyst	\$99.34
Business Analyst	\$110.39
Task Manager	\$165.30
Project Director	\$204.22
Junior Strategist	\$129.04
Project Strategist	\$176.62
Senior Strategist	\$231.80
Associate Developer	\$130.18
Website Developer	\$182.14
Senior Website Developer	\$212.02
Technical Website Lead	\$231.80

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.