

**NOTICE OF CONTRACT RENEWAL**

**UCPUMW 23-1521**

**Temporary Staffing Services**

**September 3, 2024**

**From:** Melva Kishpaugh, VCO, CUPO  
Director, Procurement Services

**Contractor Name:** The Michelle Martin Group, LLC  
4250 N. Fairfax Drive Suite 600  
Arlington VA 22203 USA

**Current Contract Period:** 9/15/2023 – 9/14/2024 with 5, one-year renewal options remaining

**Renewal Period:** 9/15/2024 – 9/14/2025 with 4, one-year renewal options remaining

In accordance with the terms and conditions of the original contract, UCPUMW 23-1521, the contract is hereby renewed for the aforementioned renewal period. This signed acknowledgment of renewal will become part of the contract documents which include the original solicitation, all addenda, the original bid/proposal, the standard contract/purchase order and any subsequent contract modifications. All other terms and conditions remain unchanged.

Public Posting of Contracts: The University of Mary Washington maintains a web-based contracts database with a public portal. All contracts are posted to the publicly accessible website. Contents identified as proprietary information are not made public.

*\*Note the new email for sending electronic invoices to Accounts Payable is [invoices@mail.umw.edu](mailto:invoices@mail.umw.edu).*

**Please sign and return this form with a current certificate of insurance within 10 business days' receipt of this notice. Electronic signature on this form is acceptable.**

**Signature:** Michelle Martin

**Printed Name:** Michelle Martin

**Title:** Founder & CEO

**Email:** michelle@michellemartingroup.com

**Date:** 9/9/2024