

NOTICE OF CONTRACT RENEWAL

UCPUMW 23-1521

Temporary Staffing Services

1 July 2025

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

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

Current Contract Period: 9/15/2024-9/14/2025 with 4, one-year renewal options remaining that can extend term to 9/14/2029

Renewal Period: 9/15/2025-9/14/2026 with 3, one year renewal options remaining that can extend term to 9/14/2029

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 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.*

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: July 2, 2025
