



COMMONWEALTH OF VIRGINIA  
UNIVERSITY OF MARY WASHINGTON

NOTICE OF CONTRACT RENEWAL  
March 26, 2018

UCPUMW 15-386  
Customizable International Travel Services

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

**Contractor Name:** Fellowship Travel International Inc.  
10220 Timber Ridge Drive  
Ashland VA 23005

**Current Contract Period:** 7/6/2017 – 7/5/2018, with 7 one-year renewal options remaining

**Renewal Period:** 7/6/2018 – 7/5/2019

In accordance with the "Renewal of Contract" provision within the special terms and conditions of the original contract, RFP 15-386, 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 Cooperative Contracts: University of Mary Washington maintains a web-based contracts database with a public portal. All cooperative contracts are posted to the publicly accessible website. Contents identified as proprietary information are not made public.

Please forward a current certificate of insurance for our files.

**Signature:**

**Printed Name:**

Jennifer J. Helmer

**Title:**

Marketing Director

**Date:**

4/27/18