


Purchase Change Request		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # MU19RNL
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FY 19	Buyer BS	Date 6/25/19	Account	P.O. Date 1/28/2019	Contract MU19RNL
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input checked="" type="checkbox"/> Agreement	Document Action <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Ruffalo Noel Levitz LLC 1025 Kirkwood Parkway SW Cedar Rapids, IA 52404-8629	Vendor Code 481289593	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Ph#	Fax	FEIN# 481289593
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		Change Order # <u>1</u> To add Direct Mail Service to the contract, all in accordance with the same terms and conditions contained in the original contract, subject to the following unit price changes contained in the following documents. Applicant Cultivator, Demand Builder, Search Engine Optimization, Direct Mail Effective date of change April 25, 2019		

Reason for Change: Add Direct Mail Services	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: *Tracy Brubaker* 6/25/19
 Authorized Signature Date

N/A
 Attorney General if required Date



Change Order #1

Marshall University

1 John Marshall Drive
Huntington, WV 25755-0001

This Change Order (“CO”) is effective April 25, 2019 and describes the services to be modified between Ruffalo Noel Levitz, LLC, (“RNL”) and Marshall University (hereafter referred to as “Client” and together with RNL referred to as the “Parties”).

The following provisions are incorporated into and made a part of the Current Statement (defined below). Any terms or phrases undefined in this CO shall have the meaning given them in the MSA or Current Statement, as applicable, and in the event of any conflict or ambiguity between this CO and the MSA, the MSA shall govern and control.

1. Reference Document:

This CO modifies the Statement of Work Agreement #1 dated November 1, 2018 (the “Current Statement”) as described in this CO.

2. Addition:

The following Service is added to Year 1 of Section 3 of the Current Statement:

- E. Direct Mail up to 20,000 pieces
 - i. 5 panel self-mailer with sticker sheet insert with glue dot attached to panel 3
 - ii. Roll fold
 - iii. 9.5x5.15 final, 9.5x.375 flat
 - iv. Sticker sheet 4x7

3. Fees & Expenses:

The following payment terms in Section 5 of the Current Statement:

F. Client shall pay RNL \$16,273.40 for the additional direct mail. RNL will bill Marshall University for postage incurred.

4. Payment Schedule:

The payment schedule in Section 6.A. for Year 1 of the Current Statement is deleted and replaced with the following:

Year 1

<u>Payment Due Date</u>	<u>Services Fees</u>	<u>Postage Fees</u>	<u>Total (Services + Postage) Fees</u>
March 1, 2019	\$73,500	\$8,125	\$81,625
July 15, 2019	\$73,500	\$8,125	\$81,625
September 1, 2019	\$16,273.40	As incurred	\$16,273.40
TOTAL	\$163,273.40	\$16,250	\$179,523.40

5. Remaining Provisions:

All provisions of the Current Statement not specifically modified by this CO shall remain in full force and effect.

Marshall University

By: *tjohnson*
tjohnson (Jun 4, 2019)

Printed Name: tjohnson

Title: Dean of Admissions

Date: Jun 4, 2019

Ruffalo Noel Levitz, LLC

By: *Mary Noel*

Printed Name: Mary Noel

Title: Director of Revenue

Date: 5/30/2019

Please return signed contracts to RNLContracts@RuffaloNL.com

Tracey Brown-Dolinski

Tracey Brown-Dolinski
Assistant Director of Purchasing