



INTERFOLIO, INC.
1400 K Street NW
11th Floor
WASHINGTON, DC 20005

February 6, 2023
INTERFOLIO
Kylie Litten
Account Manager
1400 K St NW, Suite 1100
Washington, District of Columbia 20005
United States
kylie.litten@interfolio.com

George Mason University
Gesele Durham
Vice Provost for the Office of Institutional Effectiveness and Planning
George Mason University
4400 University Dr
Fairfax, Virginia 22030-4444
gedurham@gmu.edu

RENEWAL ORDER FORM

Thank you for your continued confidence in Interfolio for your hiring, promotion, and/or faculty activity reporting needs. The pricing in this Order Form is void if not executed by Customer by 02/13/2023 at 2000EST. Capitalized terms used but not defined on this Order Form shall have the meaning given such terms in the Agreement.

FIS Product Descriptions

Review, Promotion and Tenure

Annual subscription license includes all review, promotion, and tenure cases.

Faculty Activity Reporting

Annual subscription license includes access to the Interfolio Faculty180 software application.

Interfolio Data Service

Annual license for Interfolio Data Service which harvests, prepares, and presents scholarly activity from Interfolio sources.

Client Advisory Service

Includes semi-annual utilization reports, product release management, advisory support and faculty adoption consultation, integration consultations, and ongoing support.

Product Name	Year 1	Year 2	Year 3
Faculty Information System	\$174,159.59	\$182,465.17	\$190,808.34

Initial Term Contract Value	\$547,433.10
-----------------------------	--------------

Term:

- The term begins upon 02/07/2023 ("Effective Date") and execution of this Order Form, and extends for three consecutive one-year periods.
- This agreement will continue to apply as long as the Term under the Order Form remains in effect, unless earlier terminated by either Customer or Interfolio as set forth herein (the "Term").

The Service Includes:

- Customer support for your users, applicants, and candidates via Scholar Services team.
- Pricing is based on Customer's current FTE as of Effective Date.

Notes:

- The first invoice will be sent upon full execution of this agreement. Subsequent invoices will be sent 60 days in advance of the first day of the following term years.

Interfolio is provided as a software-as-a-service. The parties signing below hereby enter into this Order Form as of the date of the later signature below ("Effective Date"). This Order Form is governed by the terms of the Standard Contract GMU-1506-18 dated February 6, 2019 between Interfolio and Customer, including any amendments thereto or to the terms as noted above. By signing below, you are acknowledging that you have been given the opportunity to review and agree to such terms, which are hereby incorporated herein by reference.

Interfolio, Inc.

CUSTOMER


BY: 
Authorized Signing Authority
Andrew Rosen (Feb 16, 2023 13:25 EST)

\title1\ Andrew Rosen
Printed Name/Title CEO

\date1\
Date Feb 16, 2023


BY: \signature2\
Authorized Signing Authority

\title2\
Printed Name/Title Cliff Shore

\date2\
Date 2/16/2023

DocuSigned by:

PO #:


E1DA89EA373640A...

Remit to:
60675-6842
Dept. 6842
Chicago, IL 60675-6842

Chief Procurement Officer

Exhibit B
INTERFOLIO PROFESSIONAL SERVICES - STATEMENT OF WORK
George Mason University

This Statement of Work (“SOW”) is a preliminary expectation of both Interfolio and George Mason University (“Customer”) of the services that shall be performed. This SOW is an exhibit to the Order Form between Interfolio and Customer which is hereby referenced and incorporated into this SOW and will control the delivery of services. It may be modified in writing if approved by the designated representatives of each Interfolio and Customer. Any services beyond the scope outlined herein, shall be the subject of an additional SOW.

Objective

We are proud to propose to George Mason University an Interfolio Professional Services effort to support the continued use of our Faculty Information System.

Professional Services Overview

Additional Services	Deliverables
Customer Advisory Service	<p>Advisory & Guidance (Assigned Customer Success Manager) - Interfolio will assign a dedicated Customer Success Manager (CSM) to conduct regular advisory meetings to discuss, use case expansion, workflow optimization, and provide product roadmap consultation. The CSM will also support product utilization and help to drive faculty buy-in by sharing change management tactics and best practices to ensure faculty members make the most of the platform.</p> <p>Technical Support - Interfolio will provide routine and ad-hoc data loading and troubleshooting to support all Customer data as determined in this statement of work (details included below). Interfolio will also assist with routine system modifications and provide technical support for data and API-related questions. Requests to load data not outlined in this document, requests to migrate data between sections or databases, requests to combine sections, and substantive system modifications such as moving/merging/deleting more than 10 units in the organizational structure, and requests for data cleanup due to user error will necessitate a change request and new statement of work.</p> <p>Executive Business reviews (EBR) - Interfolio will host periodic meetings where university administrators discuss Interfolio University's current best practices and plan for the future. During these meetings the Customer and Interfolio will review usage statistics, analyze any trends, risks, and overall adoption, as well as provide an overview of the latest changes in the product(s) that your institution has purchased.</p> <p>Access to Interfolio University for Core Team - Interfolio will provide continued access for all university faculty and staff to Interfolio University and full course catalog for the Customer’s core team.</p> <p>Standard End User Training (up to 2 per year) - Interfolio will provide 2 standard end user trainings per year. Sessions will cover core functionality and live Q&A to support faculty usage cycles and FAQs and/or new hire onboarding for new system admins.</p> <p>Access to Customer Success Best Practices webinars and weekly Office Hours</p>






Final Signature Requested: George Mason University Renewal FAR/RPT/IDS

Final Audit Report

2023-02-16

Created:	2023-02-16
By:	Interfolio Contracts (legal@interfolio.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0PdOoVW70vowPUdoLCxqB7XtkEYFHB74

"Final Signature Requested: George Mason University Renewal FAR/RPT/IDS" History

-  Document created by Interfolio Contracts (legal@interfolio.com)
2023-02-16 - 6:18:04 PM GMT- IP address: 136.226.51.113
-  Document emailed to Andrew Rosen (andrew.rosen@interfolio.com) for signature
2023-02-16 - 6:19:53 PM GMT
-  Email viewed by Andrew Rosen (andrew.rosen@interfolio.com)
2023-02-16 - 6:24:50 PM GMT- IP address: 165.225.9.83
-  Document e-signed by Andrew Rosen (andrew.rosen@interfolio.com)
Signature Date: 2023-02-16 - 6:25:08 PM GMT - Time Source: server- IP address: 165.225.9.83
-  Agreement completed.
2023-02-16 - 6:25:08 PM GMT