STATE OF MICHIGAN PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut St. Lansing, MI 48933

CONTRACT CHANGE NOTICE

Change Notice Number **1**
to
Contract Number **171 240000000169**

CONTRACTOR	
	Custom Insight, LLC
	204 East 2nd Ave #127
	San Mateo CA 94401 US
	Bill Freund
	650-204-9055
	bill@custominsight.com
	VS0290471

STATE			
	Program Manager	Colin Murad	DTMB
		517-648-2250	
		MuradC@michigan.gov	
	Contract Administrator	Todd Perry	DTMB
		Phone Number	
		perryt@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION: Employee Engagement Survey for State of Michigan Employees.			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW**
01/01/2024	12/31/2027	2 – 2 Year	12/31/2027
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45			
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-card ☐ Payment Request (PRC) ☐ Other			☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			

DESCRIPTION OF CHANGE NOTICE				
OPTION		**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		
CURRENT VALUE	**VALUE OF CHANGE NOTICE**	**ESTIMATED AGGREGATE CONTRACT VALUE**		
$220,000.00	$0.00	$220,000.00		

DESCRIPTION: Effective May 30, 2024, Contract Administrator is changed to Todd Perry. Also effective May 30, 2024, new invoicing details are implemented as follows.

8.1 Invoice Requirements

The contract must deliver to the DTMB the deliverables set forth in this Statement of Work.

A. **DTMB will generate four payments per survey cycle to the Contractor.**
   1. **First payment: 25% transfer of the total project cost per cycle to be paid upon accurate transfer of the data from previous vendor to the online survey data reporting tool, and submission by SOM of final statewide survey questionnaire to Contractor.**

2. **Second payment: 25% of the total project cost per cycle to be paid to the Contractor upon accurate acquisition and testing of SOM hierarchies and employee email lists.**
3. **Third payment: 25% transfer of the total project cost per cycle to be paid to the Contractor upon conclusion of the survey.**
4. **Final payment: 25% of the total project cost per cycle to be paid to the Contractor when the final completion of all deliverables has been achieved, including the Project Lessons Learned Debrief Meeting.**

All other terms and conditions remain the same.

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Name & Title

Agency

Date