

**NOTICE OF CONTRACT RENEWAL**

**UCPUMW 20-1112  
Sign Language Interpreting Services**

**May 1, 2022**

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

**Contractor Name:** Emily Haynes, LLC DBA Mosaic Interpreting Services  
admin@mosaicinterpretingservices.com  
6116 Clover Lane  
Henrico, VA 23228

**Current Contract Period:** 6/1/2021 – 5/31/2022 with four (4), one-year renewal options remaining.

**Renewal Period:** 6/1/2022 – 5/31/2023 with three (3), one-year renewal options remaining.

In accordance with the terms and conditions of the original contract, UCPUMW 20-1112, 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 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](mailto: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:**



**Printed Name:**

Emily Haynes McGee

**Title:**

CEO, Mosaic Interpreting Services

**Email:**

admin@mosaicinterpretingservices.com

**Date:**

5/13/22