

**NOTICE OF CONTRACT RENEWAL**

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

**April 8, 2024**

**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:** 6/1/2023 – 5/31/2024 with two (2), one-year renewal options remaining

**Renewal Period:** 6/1/2024 – 5/31/2025 with one (1), one-year renewal option 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 proposal/quote, 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/ Founder

**Email:** emily@mosaicinterpretingservices.com

**Date:** 4/25/2024