

NOTICE OF CONTRACT RENEWAL

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

April 3, 2023

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

Renewal Period: 6/1/2023 – 5/31/2024 with two (2), 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 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.*

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: 5/30/2023