NOTICE OF CONTRACT RENEWAL AND MODIFICATION
UCPUMW 20-1112
Sign Language Interpreting Services

From:	Melva Kishpaugh, VCO, CUPO
	Director, Procurement Services
Contractor Name:	Emily Haynes, LLC DBA Mosaic Interpreting Services
	116 Clover Lane
	Henrico, VA 23228
Renewal Period:	6/1/2025 – 5/31/2026 with zero (0), one-year renewal option remaining

In accordance with the terms and conditions of the original agreement by and between the Contractor and the University of Mary Washington, the Agreement is hereby renewed for the aforementioned renewal period. This signed acknowledgement of renewal will become part of the Agreement. All other terms and conditions remain unchanged.

Additionally, due to significant industry changes leading to increased costs of doing business, the University of Mary Washington is modifying the contract rates. Accordingly, the updated contract rates will take effect from June 1, 2025, through May 31, 2026. Details of the new pricing can be found on the following page.

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.

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Revised *April 2016*

1301 College Avenue
Fredericksburg, VA 22401-5300
adminfinance.umw.edu/procurement

Tel: (540) 654-1127
Fax: (540) 654-1168
procure@umw.edu

Sign Language Interpreter Hourly Rate *(per assigned interpreter)*
   A. Monday - Friday 7:00am -5:00pm
   B. Monday - Friday 5:00pm -7:00am, weekends & holidays
   C. Billing increment after 2-hour minimum (15-30-60 minutes)
	A. $ 90/Hour
	B. $ 95/Hour (After hours)
	     $ 135/Hours (Holidays)
	C. 30-minutes

Sign Language Interpreter Daily Rate *(per assigned interpreter)*
- For assignment exceeding 5 hours in one day
   A. Monday -Friday 7:00am -5:00pm
   B. Monday -Friday 5:00pm -7:00am, weekends/holidays
 	
   C. Billing increment after 2-hour minimum (15-30-60 minutes)
	
	A. $ 90/Hour
	B. $ 95/Hour (After hours)
	     $ 135/Hours (Holidays)
	C. 30-minutes

Rate applicable to travel time:
   A. Hourly Rate
   B. Per Mile Rate
   C. Please indicate how this is calculated when billed
	A. $ 90/Hour
	B. N/A
	C. 50 miles = I-hour

Preparation Time Fees:
   D. Hourly rate
   E. Billing increment (i.e., 15-30-60 minutes)
	A. $ 90/Hour
	B. 15-minutes

Additional fees for requests that occur:
   A. 3 days to + 24 hours in advance
   B. Less than 24 hours in advance
	A. +$15/Hour
	B. +$15/Hour

Are there different rates for:
   A. Remote
       interpreting Oral
       interpreting
   C.   Educational interpreting
  CI.   Legal inte1preting
 CII.   Medical inte1preting
CIII.   Other:
       a. Tactile
       b. Perfo1mance (Conceit/Play)
	A. $ Base Fee/Hour
	B. $ Base Fee/Hour
	C. $ Base Fee/Hour
	D. + $20/Hour
	E. $ Base Fee/Hour
	F.
	    a. + $5/Hour
	    b. Flat Rate; typically
	       $350 - $450 per
	       Interpreter

Other Required Services/fees:
   A. Please disclose all other potential additional costs
	A. University parking is
	   expected to be provided
	   for service providers.
	   Reimbursement seems
	   inefficient, but film is
	   open to whatever is
	   easiest.

Signature Page Follows

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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.

CONTRACTOR	**AGENCY**
Emily Haynes, LLC DBA Mosaic Interpreting Services	**University of Mary Washington**

Signature: *E Haynes McGee*

Name (Printed): **Emily Haynes McGee**

Title: **CEO/ Founder**

Email: **admin@mosaicinterpretingservices.com**

Phone: **(434) 361-4046**

Date: **3/25/2025**

Signature: _____

Name (Printed): Melva A. H. Kishpaugh

Title: Director, Procurement Services

Date: March 26, 2025