

**Standard Contract**

**UCPUMW 26-2087**

**Sign Language Interpreting Services**

This contract, between Emily Haynes McGee, LLC DBA Mosaic Interpreting Services, hereinafter called the "Contractor", and the Commonwealth of Virginia, University of Mary Washington, called the "University" or "UMW", shall become effective upon June 1, 2026.

**WITNESSETH** that the Contractor and the University, in consideration of the mutual covenants, promises and agreements contained herein, agree as follows:

**PERIOD OF CONTRACT:** June 1, 2026 – May 31, 2027 with Five (5) one-year renewal options.

**CONTRACT DOCUMENTS:** The contract shall consist of the following documents *in order of precedence*, all of which are incorporated herein by reference, and constitute the "contract documents":

1. This signed Contract;
2. Any addenda and the original solicitation, RFP # 26-2087, dated February 2, 2026, to include:
  - a. The Statement of Needs
  - b. The General Terms and Conditions
  - c. The Special Terms and Conditions;
3. The Contractor's proposal dated March 3, 2026 including all attachments

Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

**I. SCOPE OF SERVICES: The Contractor agrees to provide the following services:**

- A. The Contractor shall provide professional Sign Language Interpreting and related communication access services on an as-needed basis to support University-sponsored activities. Services may be required for academic instruction, administrative and employment-related activities, student services, meetings, trainings, and public-facing events. The Contractor, at minimum, must have the ability to provide and/or perform the following:
  1. Provide interpreters proficient in American Sign Language (ASL) who can accurately interpret specialized academic content, including complex terminology (e.g., STEM and other technical subject matter), and who can develop or adapt signs as needed for course-specific concepts. Services may be required for undergraduate, graduate, and professional curricula and may occur in classrooms, labs, clinical/practicum environments, tutoring sessions, advising meetings, events, conferences, and other University-sponsored programs, and related academic contexts. Academic schedules and related information will be provided through a designated University point of contact.
  2. Provide interpreting services for deaf and hard-of-hearing individuals participating in University activities, including students, employees (faculty and staff), invited guests, and community members, as applicable to the assignment.

3. Provide qualified interpreters who are able to demonstrate proficiency in language and vocabulary appropriate for undergraduate, graduate, and professional curricula, across both academic and non-academic settings, as requested.
4. Provide interpreters familiar with and able to perform services in accordance with the [Americans with Disabilities Act \(ADA\)](#) and other applicable accessibility requirements, as relevant to the services provided under this Contract.
5. Provide interpreters qualified to perform in academic, administrative, and event settings who meet one or more of the following (or equivalent) qualifications:
  - a. Certification: Currently holds one or more of the following:
    - i. Level 3 or better Registry of Interpreters for the Deaf (RID) or National Association of the Deaf (NAD) valid certification.
    - ii. State of Virginia or equivalent Quality Assurance Screening (VQAS), Level III or better.
  - b. Service Capabilities: Ability to provide:
    - i. Services for individuals who use Signed English and/or Cued Speech;
    - ii. Services to individuals who are deaf/blind.
    - iii. Oral transliterating services.
    - iv. Scheduling flexibility for services that occur outside normal business hours.
  - c. Cultural Competency: Have experience and exposure to both academic and non-academic environments that include deaf and hearing participants.
6. Provide interpreting services for University-sponsored events, including but not limited to commencement, honor/awards ceremonies (e.g., Honor Convocation), lectures, conferences, performances, employee events (e.g., Employee Appreciation), and other programs open to the campus community and/or the public.
7. Provide qualified substitute interpreters as needed. If a contracted interpreter is unavailable, it is the Contractor's responsibility to secure a substitute who meets all certification and qualification requirements of this Contract. Interpreters shall arrive on time for all services. The Contractor shall notify the appropriate University point of contact as soon as possible if an interpreter will be late or absent and a substitute cannot be secured. If an interpreter is more than twenty (20) minutes late and the service is cancelled as a result, the Contractor shall not bill for that service.
8. Provide sufficient staffing capacity to assign multiple interpreters for a student when required to ensure effective communication during class time and any required activities outside of class. For testing situations, only one interpreter is required unless otherwise requested by the student. Interpreters must coordinate in advance with the student and/or professor regarding test-day needs. Interpreters are also required to request the course syllabus at the beginning of each class in order to plan for tests, extended sessions, and other activities that may require adjustments to staffing levels.
9. Maintain the ability, when feasible, to support short-notice needs, including emergency meetings or urgent events that arise outside normal scheduling patterns.
10. Maintain regular communication, as applicable, with instructors, presenters, advisors, organizers, or designated University contacts to remain informed of upcoming services and participant needs.

11. Interpreters are encouraged to prepare for assignments by reviewing relevant materials, agendas, presentations, or instructional content. Prep time may include reviewing course materials, presentations, or meeting briefly with participants in advance to establish appropriate signs for specialized terms or concepts. Interpreters can bill the university for up to three hours of prep time per week.
12. Interpreters shall not bill for cancellations when provided at least 24 hours' notice by the University. For academic classes, announcements made in class regarding a cancellation shall be considered 24 hours' notice. For daily or regularly occurring sessions, notification received the day prior is considered 24 hours' notice.

A syllabus, agenda, event schedule, or similar planning document will be provided to the interpreter by the requesting University department or event organizer. Any dates, sessions, or portions of an assignment identified in such documents in advance as "no class," "not meeting," "not scheduled," "break," or otherwise not occurring shall be considered adequate notice and are not billable as cancellations.

If 24 hours' notice is not possible, the interpreter/Contractor may bill the University for the scheduled service. Interpreters shall wait an appropriate amount of time for the participant(s) to arrive: generally 15 minutes for services lasting up to 90 minutes and 30 minutes for services longer than 90 minutes.

Interpreters shall report participant no-shows and any related concerns to the appropriate University contact. Interpreters may bill the University for participant no-shows.

13. Interpreters shall maintain professional boundaries while performing services and shall refrain from engaging in conversations unrelated to the assignment during instructional sessions, meetings, or events. The Contractor and interpreters shall not discuss financial or contractual matters with participants, faculty, staff, or event attendees and shall direct such inquiries to the designated University office.
14. The Contractor shall monitor the official University operating status, academic calendar, and any announced closures, delayed openings, class cancellations, or emergency conditions. Contractors shall monitor official University operating status updates posted on the [University website](#). The Contractor is responsible for communicating such information promptly to all assigned interpreters. Failure of an interpreter to appear due to lack of Contractor communication shall be considered a Contractor responsibility and shall not be billable to the University. The Contractor must ensure that interpreters comply with all University operating-status announcements and schedule changes.
15. In the event of hazardous weather or emergency conditions, interpreters shall follow official University closure announcements. If weather appears hazardous, interpreters should refer to the [University website](#) for closure information; closure information may also be available via local television and radio stations. Interpreters may also enroll in the [University campus alert system](#) and should ensure their enrollment is active each semester.

**PRICING:** Pricing information is detailed in Attachment A.

**CONTRACT ADMINISTRATION:** The Director of Compliance / ADA Coordinator, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.

## **GENERAL TERMS AND CONDITIONS:**

- A. **ANTI-DISCRIMINATION:** By submitting their bids or proposals, bidders or offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1, available for review on the UMW Procurement Services website. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (§6 of the Rules Governing Procurement).

In every contract over \$10,000, provisions 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements. If the contractor employs more than five employees, the contractor shall:
    - i. provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and
    - ii. post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

- D. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for at least five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Agency, its authorized agents, and/or State auditors shall have full access to, and the right to examine any of said materials during said period.
- E. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids or proposals, bidders or offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder or offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal, and that they have not conferred with any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- F. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eProcurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.
- Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
1. Effective July 1, 2014, the Vendor Transaction Fees are:
    - i. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
    - ii. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order. The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.
- G. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- H. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- I. **PRECEDENCE OF TERMS:** These Mandatory General Terms and Conditions and the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- J. **PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders or offerors shall state bid or offer prices in US dollars.

**SPECIAL TERMS AND CONDITIONS:**

- A. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- B. **COOPERATIVE PROCUREMENT/ADDITIONAL USERS - USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Offeror's bid or proposal package. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

- C. **CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- D. **AVAILABILITY OF FUNDS/FISCAL YEAR PROCESSING:** The University of Mary Washington's fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- E. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:
    - i. By mutual agreement between the parties in writing; or
    - ii. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - iii. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.
- F. **CONTROLLING VERSION:** The PDF version of the solicitation and any addenda issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by UMW Procurement Services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, UMW reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form (PDF) issued by UMW Procurement Services.

- G. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to faculty, staff, students or others will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the University's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the University of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.
- H. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or any affiliated agency from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
- I. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- J. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- K. **EXTRA CHARGES PROHIBITED:** The bid or proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the Contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees invoked by the vendor for the use of the credit card for payment of invoices, or any order-associated eVA fees.
- L. **FORCE MAJEURE:** Neither party to this Agreement shall be held responsible for delay in delivery or default of delivery caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The party

(the “affected party”) who believes it is prevented from carrying out its obligations under this provision shall give immediate written notice in accordance with the Notices provision of this Agreement to the other party.

M. **NON-ACCEPTANCE OF VENDOR TERMS:** The University shall not be bound by any additional or different terms and conditions issued by the Contractor in connection with a specific trip, booking, reservation, invoice, itinerary, online portal, or any other transaction. Any such terms, including but not limited to click-through agreements, booking confirmations, or standard business terms, shall be of no force or effect unless expressly agreed to in a formal written amendment executed by both parties. Performance by the University shall not constitute acceptance of any Contractor-issued terms.

N. **DIGITAL ACCESSIBILITY REQUIREMENTS:** The Contractor shall ensure that all information technology, digital content, documents, electronic communications, and related materials provided under this Contract comply with the nonvisual access requirements of the Information Technology Access Act, §§ 2.2 3500 through 2.2 3504 of the Code of Virginia, and with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended.

All Technology provided under this Contract shall:

1. Provide effective, interactive control and use through nonvisual means;
2. Be compatible with assistive technologies used by individuals who are blind or visually impaired;
3. Integrate nonvisual access into any networks used to share information or communication; and
4. Provide equivalent access to telecommunications and network services.

Upon request, the Contractor shall provide documentation demonstrating compliance with these requirements and shall promptly correct any identified accessibility barriers at no additional cost to the University.

O. **INDEPENDENT CONTRACTOR RELATIONSHIP:** In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.

P. **NON-EXCLUSIVE CONTRACT:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.

Q. **NOTICES:** Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service, or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

If to the University:  
Attn: Procurement Services  
  
1301 College Avenue  
Fredericksburg, VA 22401

If to the Contractor:  
Attn: Emily Haynes McGee, LLC  
DBA Mosaic Interpreting Services  
6116 Clover Lane  
Henrico, VA 23228

- R. **PROCUREMENT MANUAL:** This contract is subject to the provisions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendor's and any revisions thereto, which are hereby incorporated into this contract in their entirety. The manual may be viewed at the VASCUPP website.
- S. **RECYCLING POLICY:** It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff, where possible.
- T. **RENEWAL OF CONTRACT:** This contract may be renewed by the University upon written agreement of both parties for Five (5), one-year renewal periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration. Only at the time of renewal may prices be negotiated for the upcoming term.
- U. **SEVERABILITY:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.
- V. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- W. **TITLE IX:** Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex. [The University of Mary Washington's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence](#) can be found on the UMW Website.
- X. **INSURANCE:** The Contractor shall maintain the following insurance coverage during the term of the Contract: For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et seq. of the Code of Virginia. The bidder or Offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**Y. MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

- i. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
- ii. Employer's Liability - \$100,000.
- iii. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
- iv. Automobile Liability - \$1,000,000 combined single limit. Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle).

**METHOD OF PAYMENT/PAYMENT TERMS:** The contractor shall be paid using one of the following methods for all University initiated procurements:

1. University Charge Card: At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by UMW charge card, currently through the Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase. No check-out fee or surcharge may be greater than 3% of the total sale, effective 4/15/2023. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price.
2. Virtual Payables through Bank of America: All payments under Virtual Payables will have a net 16 payment term.
3. Check or ACH: Payment will be made (in accordance with the terms of the contract / detail here, or) 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.

To be considered eligible for payment, all physical invoices must be received at the address below and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to [invoices@mail.umw.edu](mailto:invoices@mail.umw.edu). *The University will not be responsible for late payment or nonpayment of invoices not received directly by Accounts Payable at this email address or at the mailing address indicated (below).*

UNIVERSITY OF MARY WASHINGTON  
Attn: ACCOUNTS PAYABLE  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules §36* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.**

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

**Emily Haynes McGee, LLC  
DBA Mosaic Interpreting Services**

**UNIVERSITY OF MARY WASHINGTON**

Signature: 

Signature: \_\_\_\_\_

Printed Name: Becky Burton

Printed Name: Melva A. H. Kishpaugh

Title: COO

Title: Director, Procurement Services

Date: May 11, 2026

Date: May 12, 2026

Phone: (434) 361-4046

Email: becky@mosaicinterpretingservices.com

## ATTACHMENT A - PRICING SCHEDULE

Fill in and submit the following pricing table based on your rate per hour for the services listed below.

| Description                                                                                                                                                                                                                                                                                                                  | Rate/Hour |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| In-Person Sign Language Interpretation (English to ASL) –<br>VA QA Levels III and Higher<br><br>*We request a 48 Business Hours cancellation policy.                                                                                                                                                                         | \$105.00  |
| In-Person Cued Speech Translation                                                                                                                                                                                                                                                                                            | \$n/a     |
| Fees for Cancellations (given less than 48 hrs/not on course syllabus)                                                                                                                                                                                                                                                       | \$105.00  |
| <b>Other Fees*</b><br>Holiday Rate 1.5x hourly rate = 1.5 x base rate = \$157.50<br>Non Business Hours Rate + \$5 per hour - \$110.00<br>Tactile = Base Rate + \$5 = \$110.00<br>Performance - varies but between \$400 - \$500 per interpreter per show<br>Short notice Rate (less than 48 hours notice extra \$15) - \$125 | \$        |
| <b>Average Hourly Rate</b>                                                                                                                                                                                                                                                                                                   | \$105.00  |

\* Disclose all other potential additional costs

\* Any vendor-requested cancellation policy or short-notice fee shall not apply when the University provides at least 24 hours' notice of cancellation, as defined in Section I.12 of the Contract.

**ISSUE DATE:** February 2, 2026

**RFP NUMBER & TITLE:** RFP 26-2087 - Sign Language Interpreting Services Tuesday,  
March 3, 2026 – 2:00 PM EST

**PROPOSAL DUE DATE & TIME:** by the eVA system, cannot be accepted.

**NOTE:** Proposals received after the due date and time,  
as determined by the electronic time stamp generated

**PROPOSAL SUBMISSION:** Proposals shall be submitted electronically via the Commonwealth of Virginia's eVA  
system in accordance with the instructions provided in this solicitation.  
Reference RFP 26-2087

**WORK LOCATION:** ☒ All Campuses ☐ Fredericksburg ☐ Stafford ☐ Dahlgren **COMMODITY**

**CODE(S):** 96146, 96167

**PRE-PROPOSAL CONFERENCE:** ☐ Optional ☐ Mandatory ☒ N/A

**CONTRACT OFFICER:** Jennifer Buist **EMAIL:** jbuist@umw.edu **PERIOD OF CONTRACT:** Date of Award through  
one year, with five (5), one (1) year renewals or as negotiated.

**SEALED REQUEST FOR PROPOSAL (RFP)**

In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be made to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

**Name of Offering Firm:** Emily Haynes McGee, LLC DBA Mosaic Interpreting Services

**Address of Offering Firm:** 6116 Clover Ln, Henrico, VA 23228

**DSBSD Certification No.:** 702026 **Expiration Date:** Jul 23, 2029

**eVA ID: Tax ID: eVA: VS0000092744 /FEIN # 45-3684201**

**Email: Telephone:** 434 361-4046

**Website:** mosaicinterpretingservices.com

**Submitted By (Print Name & Title):** Becky Burton. COO

**Signature (In Ink):** Date: 2/20/26 *Becky Burton*

- I. QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the contract officer listed above, referencing the RFP by title and number. No questions will be accepted after Friday, February 13, 2026, at 2:00 PM EST. Responses will be posted as an addendum on eVA.
- II. PROPOSAL RECEIPT REQUIREMENTS:** Proposals for furnishing the goods/services described herein must be submitted electronically via the Commonwealth of Virginia's eVA Procurement Portal ([www.eva.virginia.gov](http://www.eva.virginia.gov)). Physical submissions will not be accepted. **It is the responsibility of the Offeror to ensure that the proposal is submitted through eVA and received on time.**
- A. Late proposals cannot be accepted.
  - B. Offerors should verify successful submission in eVA prior to the deadline.
  - C. *UMW requires the inclusion of a clearly marked redacted proposal to be uploaded in eVA if any portion of the Offeror's proposal contains proprietary information.*
- III. ADDENDA:** Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the [eVA website](#). It is the sole responsibility of the Offeror to check for all changes to the RFP prior to submission.
- IV. PUBLIC RELEASE OF INFORMATION:** UMW utilizes a Public Contracts Portal ([Cobblestone](#)) for posting of procurement documents, including winning proposals. Further, if the resulting contract includes cooperative language, the [VASCUPP public portal](#) will be used to house relevant procurement documents, including winning Offeror's proposal.

I. PURPOSE 4 II. ORGANIZATIONAL OVERVIEW 4 III. BACKGROUND 4 IV. CONTRACT PARTICIPATION (COOPERATIVE CONTRACT) 5 V. SMALL, WOMAN-OWNED, AND MINORITY-OWNED (SWAM) PARTICIPATION 5 VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS 6 VII. STATEMENT OF NEEDS 8 VIII. CONTRACT ADMINISTRATION 10

IX. EVALUATION AND AWARD CRITERIA 11 X. GENERAL TERMS AND CONDITIONS 11 XI. SPECIAL TERMS AND CONDITIONS 11 XII. ONBOARDING and METHOD OF PAYMENT 21 ATTACHMENTS (POSTED SEPARATELY IN eVA)

A. PROPOSAL SUBMISSION CHECKLIST

B. PRICING TEMPLATE **(MUST BE SUBMITTED W/PROPOSAL)**

C. RESPONSE SUMMARY **(MUST BE SUBMITTED W/PROPOSAL)**

D. REFERENCES **(MUST BE SUBMITTED W/PROPOSAL)**

E. SMALL BUSINESS SUBCONTRACTING PLAN **(MUST BE SUBMITTED W/PROPOSAL)**

F. SWAM SPEND REPORTING

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***Note: This public body does not discriminate against faith-based organizations in accordance with §36 of the Governing Rules or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.***

## **I. PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to establish a contract through competitive negotiations with one or more qualified contractors to provide sign language interpreting services as outlined herein to the University of Mary Washington ('UMW' or 'the University'), an agency of the Commonwealth of Virginia. It is intended for the resulting contract to include cooperative language for the benefit of all public bodies and other entities referenced herein.

## **II. ORGANIZATION OVERVIEW:**

The [University of Mary Washington \(UMW\)](#), founded in 1908 and located in Fredericksburg, Virginia, is ranked as a top 10 public liberal arts college nationally in U.S. News and focuses on what matters. Students develop interests into thriving careers through research projects, internships, study abroad programs, community service, and employment opportunities — experiences that turn inspiration into professional success. Mary Wash offers

more than 100 majors, minors, and programs; 150+ student organizations and clubs; and NCAA Division III Athletics. Perfectly positioned between Washington, D.C., and Richmond, VA, UMW provides a top-notch curriculum, a close knit campus community, and a prime location. Learn more at [umw.edu](http://umw.edu)

**III. BACKGROUND:**

The University is committed to providing accessible and inclusive environments for students, employees, and members of the public. To support this commitment, the University utilizes Sign Language Interpreting services for a range of academic, administrative, and public-facing activities. These services are used by multiple University departments and units, including the Office of Disability Resources and the Office of Events & Conferencing, as well as other offices that host meetings, conferences, ceremonies, and programs open to the campus community and the public. Services may be required for activities such as instructional programs, meetings, lectures, workshops, and commencement and are procured on an as-needed basis to meet varying University needs. The University currently holds Contract UCPUMW 20-1112, which includes the following vendors: Stillman Solutions Team LLC, Azur CART & Captioning, LLC, HIS Sign, LLC, and Emily Haynes, LLC DBA Mosaic Interpreting Services. The current contract expires on May 31, 2026.

It is the goal of the University to have a sufficient number of interpreters to accommodate our specific needs for services on an as-needed basis. The below chart shows the spend data for our currently contracted vendors for FY22 through FY25.

| Vendor Name                  | FY22 Spend  | FY23 Spend | FY24 Spend  | FY25 Spend  |
|------------------------------|-------------|------------|-------------|-------------|
| Mosaic Interpreting Services | \$ 1,660.02 | \$ 887.00  | \$ 3,625.91 | \$ 3,285.29 |
| Azur CART & Captioning, LLC  | \$ 356.00   | \$ 282.00  | \$ 329.00   | \$ 305.50   |
| HIS Sign, LLC                | \$ 0.00     | \$ 0.00    | \$ 0.00     | \$ 0.00     |
| Stillman Solutions Team LLC  | \$ 0.00     | \$ 0.00    | \$ 0.00     | \$ 0.00     |

*The University will not guarantee actual contract usage in any amount during any period of the resulting contract, nor will it be held responsible in any way if contract usage exceeds or does not meet this estimate.*

**IV. CONTRACT PARTICIPATION – COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES: (This clause shall be incorporated into the final Contract.)**  
 A. Under the authority of [§6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction](#)

by a [Public Institution of Higher Education of the Commonwealth of Virginia](#), it is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the contractor.

- B. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase goods and services in accordance with the contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from UMW. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.
- C. UMW shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that UMW is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

#### **V. SMALL, WOMAN-OWNED AND MINORITY-OWNED (SWAM) PARTICIPATION:**

It is the policy of the Commonwealth of Virginia to contribute to establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of Small (includes Micro) and otherwise Diverse Businesses through partnerships, joint ventures, subcontracts, and other

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contractual opportunities. Information regarding Commonwealth of Virginia SWaM requirements is available on the University of Mary Washington's [SWaM information page](#). Offerors are encouraged to review this information prior to proposal submission.

#### **VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

##### **A. GENERAL PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

1. Proposal Requirements - The University reserves the right to:
  - accept or reject any and all proposals, in whole or in part, received as a result of this RFP, •
  - waive minor informalities,
  - issue a lowered evaluation of the proposal for failure to submit all information requested, • negotiate with any or all responsible vendors in any manner necessary to serve the best interests of the University, or accept the best proposal as submitted, without negotiation.

Any proposal submitted without a signature binding the Offeror to the proposal will be considered non responsive and may be rejected. *This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses.*

2. Protection of Trade Secrets/Proprietary Information: The Virginia Freedom of Information Act "FOIA" requires release of any procurement documents that are not appropriately marked and protected

through the Trade Secrets or Proprietary Information provisions outlined in the paragraphs below.

If the Offeror intends to protect any Trade Secrets or Proprietary Information, they must:

- invoke the protection of the Code of Virginia, § 2.2-4342F, **in writing**, stating the reasons why protection is necessary, and,
- submit, at the same time as the original proposal submission, a separate redacted version of the proposal which contains identical content but blacks out any protected information not appropriate for public release. *If a redacted proposal is not received at the same time as the original proposal, no part of the document may later be protected by the Offeror and restricted from public review.*

*The designating of an entire proposal document, line-item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable.* If, after being given reasonable time, the Offeror refuses to withdraw the entire proposal designation as proprietary and/or confidential, the proposal will be rejected.

3. **Oral Presentations:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. *Oral presentations are an option of the university and may not be conducted. Therefore, proposals submitted in response to this RFP should not be submitted with the presumption that there will be opportunities to revise the proposal after submission.*

4. **Number of Proposals Required:** Vendors shall submit one (1) complete electronic proposal through eVA by the date and time specified in this solicitation. Paper or physical media submissions will not be accepted.

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All proposal documents must be uploaded in eVA in a non-corrupted, readable format and must not be password protected, unless the password is provided at the time of submission. If a redacted copy of the proposal is required, the vendor shall submit one (1) separate electronic redacted copy through eVA, clearly labeled "Redacted," in addition to the complete proposal.

5. **Proposal Formatting and Content:** Proposals should be as detailed as necessary to enable the University of Mary Washington to properly evaluate the Offeror's capabilities to provide the required services. Proposals shall be:

- Prepared simply and economically, with attention to minimizing unnecessary content and file size.
- Submitted electronically through eVA in commonly used, readable file formats.
- Organized in a clear and logical manner.
- Straightforward and concise, while fully addressing all solicitation requirements.
- Formatted to facilitate electronic review, including the use of bookmarks, headings, or tables of contents where appropriate.

6. **Limited Contact:** To ensure timely and adequate consideration of your proposal, Offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the UMW Procurement Office Contract Officer indicated on the face of this document for the duration of this Procurement process. Failure to do so may jeopardize further consideration of an Offeror's Proposal.

**B. SPECIFIC PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:** Proposals should be as thorough and detailed as possible. Offerors are required to submit the following items within the proposal:

1. Complete and return SIGNED RFP cover page. Proposals shall be signed by an authorized representative of the Offeror.
2. Provide a description of the firm's experience providing sign language interpreting services, including number of years in business, certifications (RID, NIC, etc.), interpreter qualifications, experience serving higher education, and details of any specialty interpreting capabilities (e.g., tactile, oral, DeafBlind).
3. Submit a complete response to the RFP, in detail, to include the following:
  - a. Service Delivery Approach: Describe your firm's approach to providing sign language interpreting services, including scheduling, response times, emergency or last-minute requests, and communication with University requesters.
  - b. Interpreter Qualifications: Describe the qualifications, certifications, and experience of the interpreters who will be assigned to the University, including any specialty skills (e.g., DeafBlind, tactile, oral interpreting).
4. Complete and return Attachment A (Pricing Template).
5. Complete the responses within Attachment B (Response Summary), and any additional information may be included within the Capabilities section of the Offeror's proposal. Attachment B must be signed by an authorized representative of the Offeror.
6. Complete and return Attachment C (References).
7. Complete and return Attachment D (Small Business Subcontracting Plan).

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8. Submit any exceptions the Offering firm takes to the Terms and Conditions as stated in this RFP.
9. Any other information the Offeror believes will help the University evaluate its proposal. **Please review the Proposal Submission Checklist attached to this RFP prior to submission.**

## **VII. STATEMENT OF NEEDS:**

- A. The Contractor shall provide professional Sign Language Interpreting and related communication access services on an as-needed basis to support University-sponsored activities. Services may be required for academic instruction, administrative and employment-related activities, student services, meetings, trainings, and public-facing events. The Contractor, at minimum, must have the ability to provide and/or perform the following:
  1. Provide interpreters proficient in American Sign Language (ASL) who can accurately interpret specialized academic content, including complex terminology (e.g., STEM and other technical subject matter), and who can develop or adapt signs as needed for course-specific concepts. Services may be required for undergraduate, graduate, and professional curricula and may occur in classrooms, labs, clinical/practicum environments, tutoring sessions, advising meetings, events, conferences, and other University-sponsored programs, and related academic contexts. Academic schedules and related information will be provided through a designated University point of contact.
  2. Provide interpreting services for deaf and hard-of-hearing individuals participating in University activities, including students, employees (faculty and staff), invited guests, and community members, as applicable

to the assignment.

3. Provide qualified interpreters who are able to demonstrate proficiency in language and vocabulary appropriate for undergraduate, graduate, and professional curricula, across both academic and non-academic settings, as requested.
4. Provide interpreters familiar with and able to perform services in accordance with the [Americans with Disabilities Act \(ADA\)](#) and other applicable accessibility requirements, as relevant to the services provided under this Contract.
5. Provide interpreters qualified to perform in academic, administrative, and event settings who meet one or more of the following (or equivalent) qualifications:
  - a. Certification: Currently holds one or more of the following:
    - i. Level 3 or better Registry of Interpreters for the Deaf (RID) or National Association of the Deaf (NAD) valid certification.
    - ii. State of Virginia or equivalent Quality Assurance Screening (VQAS), Level III or better.
  - b. Service Capabilities: Ability to provide:
    - i. Services for individuals who use Signed English and/or Cued Speech;
    - ii. Services to individuals who are deaf/blind.
    - iii. Oral transliterating services.
  - c. Cultural Competency: Have experience and exposure to both academic and non-academic environments that include deaf and hearing participants.
  - iv. Scheduling flexibility for services that occur outside normal business hours.
6. Provide interpreting services for University-sponsored events, including but not limited to commencement, honor/awards ceremonies (e.g., Honor Convocation), lectures, conferences, performances, employee events (e.g., Employee Appreciation), and other programs open to the campus community and/or the public.
7. Provide qualified substitute interpreters as needed. If a contracted interpreter is unavailable, it is the Contractor's responsibility to secure a substitute who meets all certification and qualification requirements of this Contract. Interpreters shall arrive on time for all services. The Contractor shall notify the appropriate University point of contact as soon as possible if an interpreter will be late or absent and a substitute cannot be secured. If an interpreter is more than twenty (20) minutes late and the service is cancelled as a result, the Contractor shall not bill for that service.
8. Provide sufficient staffing capacity to assign multiple interpreters for a student when required to ensure effective communication during class time and any required activities outside of class. For testing situations, only one interpreter is required unless otherwise requested by the student. Interpreters must coordinate in advance with the student and/or professor regarding test-day needs. Interpreters are also required to request the course syllabus at the beginning of each class in order to plan for tests, extended sessions, and other activities that may require adjustments to staffing levels.

9. Maintain the ability, when feasible, to support short-notice needs, including emergency meetings or urgent events that arise outside normal scheduling patterns.
10. Maintain regular communication, as applicable, with instructors, presenters, advisors, organizers, or designated University contacts to remain informed of upcoming services and participant needs.
11. Interpreters are encouraged to prepare for assignments by reviewing relevant materials, agendas, presentations, or instructional content. Prep time may include reviewing course materials, presentations, or meeting briefly with participants in advance to establish appropriate signs for specialized terms or concepts. Interpreters can bill the university for up to three hours of prep time per week.
12. Interpreters shall not bill for cancellations when provided at least 24 hours' notice by the University. For academic classes, announcements made in class regarding a cancellation shall be considered 24 hours' notice. For daily or regularly occurring sessions, notification received the day prior is considered 24 hours' notice.

A syllabus, agenda, event schedule, or similar planning document will be provided to the interpreter by the requesting University department or event organizer. Any dates, sessions, or portions of an assignment

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identified in such documents in advance as "no class," "not meeting," "not scheduled," "break," or otherwise not occurring shall be considered adequate notice and are not billable as cancellations.

If 24 hours' notice is not possible, the interpreter/Contractor may bill the University for the scheduled service. Interpreters shall wait an appropriate amount of time for the participant(s) to arrive: generally 15 minutes for services lasting up to 90 minutes and 30 minutes for services longer than 90 minutes.

Interpreters shall report participant no-shows and any related concerns to the appropriate University contact. Interpreters may bill the University for participant no-shows.

13. Interpreters shall maintain professional boundaries while performing services and shall refrain from engaging in conversations unrelated to the assignment during instructional sessions, meetings, or events. The Contractor and interpreters shall not discuss financial or contractual matters with participants, faculty, staff, or event attendees and shall direct such inquiries to the designated University office.
14. The Contractor shall monitor the official University operating status, academic calendar, and any announced closures, delayed openings, class cancellations, or emergency conditions. Contractors shall monitor official University operating status updates posted on the [University website](#). The Contractor is responsible for communicating such information promptly to all assigned interpreters. Failure of an interpreter to appear due to lack of Contractor communication shall be considered a Contractor responsibility and shall not be billable to the University. The Contractor must ensure that interpreters comply with all University operating-status announcements and schedule changes.
15. In the event of hazardous weather or emergency conditions, interpreters shall follow official University closure announcements. If weather appears hazardous, interpreters should refer to the [University website](#) for closure information; closure information may also be available via local television and radio

stations. Interpreters may also enroll in the [University campus alert system](#) and should ensure their enrollment is active each semester.

#### **VIII. CONTRACT ADMINISTRATION:**

- A. The Office of Disability Resources Director, or their designee, shall be designated by the University as the Contract Administrator and shall exercise all authorities granted under the contract to ensure compliance and performance. The Contract Administrator will carry out these responsibilities in coordination with the University's Procurement Services Department.
- B. The Contract Administrator is responsible for determining the amount, quantity, acceptability, and fitness of all services, and for resolving all matters related to their delivery or performance. The Contract Administrator is not authorized to approve changes to the services that alter the scope, concept, or duration of the contract. Any modification to the contract must be issued by the University's Procurement Services Department through a written, fully executed amendment.

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#### **IX. EVALUATION AND AWARD CRITERIA**

- A. Evaluation Criteria - Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

| Criteria                                                                                    | Point Value |
|---------------------------------------------------------------------------------------------|-------------|
| Capability: Experience/qualifications/number of staff to perform work/other commitments     | 40          |
| Suitability: How well the response meets Statement of Needs and best fit for the University | 25          |
| Pricing: Financial Proposal/Hourly Rate                                                     | 20          |
| Plan & Methodology: Specific plan to implement and meet the University's requirements       | 10          |
| Small Business Subcontracting Plan or SWaM certification                                    | 5           |
| Total                                                                                       | 100         |

#### **X. GENERAL TERMS AND CONDITIONS:**

The full set of General Terms and Conditions is a mandatory part of this solicitation and will be incorporated into the resulting contract. Please review the current version on the [UMW Terms & Conditions](#) page.

#### **XI. SPECIAL TERMS AND CONDITIONS:**

##### **A. SOLICITATION:**

1. **ACCEPTANCE PERIOD:** Any offer in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the offer may be withdrawn at the written request of the offeror. If the offer is not withdrawn within 10 calendar days at the end of the stated Acceptance Period, the bid/offer shall remain

in effect, as-is, until an award is made, or the solicitation is canceled. If the bid/offer specifies an alternative acceptance period than the one written here, the acceptance period shall be the longer of the two dates.

2. **ACCESSIBILITY**: The Contractor shall provide interpreting services in accordance with ADA Title II requirements for effective communication in public programs and services. Interpreters must be qualified and able to ensure accurate, effective, and impartial communication. Any digital tools or materials used to support service delivery must be accessible to individuals with disabilities.
3. **ANNOUNCEMENT OF AWARD**: Upon the award or the announcement of the decision to award a contract resulting from a competitive solicitation process for any dollar value, or sole source procurement, the University will publicly post such notice on the [DGS/DPS eVA VBO](#) for a minimum of ten (10) days
4. **AWARD – RFP**: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s) which, in its opinion, has offered the best overall combination of quality, price and various elements of required goods/services, as stated in the solicitation, which in total are optimal relative to the agency's need, and shall award the contract to that offeror(s). The University may cancel this Request for Proposal,

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reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Governing Rule §16). Should the University determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, or if in the sole opinion of the University it is in the University's best interest to award to only one offeror, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. The University, in its sole opinion, reserves the right, if determined to be in the best interest of the University, to make:

- a. a separate award of each item,
- b. an award of a group of items,
- c. an award either in whole or in part,
- d. a single award, or
- e. a multiple award

5. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT**: By my signature on this solicitation, I certify that this firm/individual and any subcontractors are properly licensed for providing the services specified, and shall remain properly licensed during the life of the contract. Additionally, I understand that I may be asked to provide proof of this licensure at any time by the University, if so requested.
6. **CONTROLLING VERSION**: The PDF version of the solicitation and any addenda issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any

modification and/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by UMW Procurement Services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, UMW reserves the right to decide on a case-by-case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form (PDF) issued by UMW Procurement Services.

7. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or any affiliated agency from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
8. **EXTRA CHARGES PROHIBITED:** The bid or proposal price shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the Contractor shall not be honored or paid. These

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charges, for example, shall include but not be limited to fees invoked by the Contractor for the use of a University charge card for payment of invoices, or any order-associated eVA fees.

9. **LATE PROPOSALS:** To be considered for selection, proposals must be submitted through eVA no later than the designated date and time stated in the solicitation. The official time for determining timely receipt shall be the eVA system's electronic timestamp applied at the moment of submission.

Proposals that are submitted in eVA after the designated due date and time are automatically disqualified and will not be considered for award. It is the sole responsibility of the Offeror to ensure that its proposal is successfully submitted and time-stamped in eVA prior to the deadline. The University is not responsible for technical issues on the Offeror's side that prevent timely submission.

10. **QUALIFICATION OF OFFERORS:** UMW may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services and the Offeror shall furnish to UMW all such information and data for this purpose as may be requested. UMW reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. UMW further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy UMW that such Offeror is properly qualified to carry out the obligations of the Contract and to provide the services contemplated herein.
11. **SOLICITATION COMMUNICATIONS:** From the date of issue of this RFP by the University until an official award or intent to award is issued, or when the University rejects all proposals, all communications regarding information related to the solicitation must be through Procurement Services. Any contact with individuals outside of Procurement regarding information related to the solicitation may result in the

rejection of any Offeror's proposal and/or cancellation of this RFP.

12. **UNDERSTANDING OF REQUIREMENTS**: Your signature on your bid/proposal submission certifies your understanding of the following:
- a. It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation.
  - b. Therefore, all inquiries deemed to be substantive in nature regarding the specifications or other solicitation documents must be in writing and submitted to the responsible Contract Officer, whose name appears on the face of the solicitation, in the Procurement Services Office by the Questions Deadline stated on the cover page. Offerors must ensure that written inquiries reach the Contract Officer by the date stated in RFP. A copy of all queries and the respective response will be provided in the form of an addendum.
  - c. Your signature on your proposal and submission thereof certifies that you fully understand the requirements of this solicitation and have familiarized yourself with all federal, state and local laws, ordinances, rules, and regulations that may affect the cost, progress, or performance of the work. Failure or omission of any Offeror to receive or examine any form, instrument, addendum or other

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documents, or to acquaint itself with conditions existing at the site, shall in no way relieve the vendor from any obligations with respect to its bid/proposal submission or to the contract.

**B. CONTRACT:**

1. **ADDITIONAL (FUTURE) SERVICES**: The University reserves the right to request from the contractor to provide additional Services under similar and market-based pricing, terms, and conditions, and to make modifications or enhancements to existing services. Additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.
2. **ANTITRUST**: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
3. **CANCELLATION OF CONTRACT**: The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days' written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation. The Contractor shall be entitled to receive full compensation for all University-accepted services performed and/or goods received prior to the effective date of contract termination. Contractor shall not be entitled to, and hereby waives claims for lost profits and all other damages and expenses.
4. **CHANGES TO THE CONTRACT**: Changes can be made to the contract in any of the following ways: a. The

parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

b. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:

- 1) By mutual agreement between the parties in writing; or
- 2) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or

- 3) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.

5. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION**: The contractor assures that information and data obtained as to personal facts and circumstances related to faculty, staff, students or others will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the University's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the University of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

6. **CONTRACTOR EMPLOYEE REQUIREMENTS – BACKGROUND SCREENS:** The Contractor shall ensure that its employees have undergone background screening and possess all necessary qualifications to comply with the terms of this contract, including, but not limited to all terms related to data and intellectual property protection and physical protection and safety of students, faculty and staff. To this end, all contractor staff considered for full-time or part-time employment on any property owned, leased or otherwise acquired by UMW, shall undergo a background screening, the cost of which shall be incurred by the Contractor, after an offer has been extended, and prior to commencement of work on any UMW property. If Contractor employs the use of a staffing company to provide seasonal or temporary labor at any point during any term of the contract, including optional renewals, background screening shall be performed by the Subcontractor to the same extent as for any full-time or part-time Contractor staff.

a. The results of background checks shall be directed solely to the Contractor, including any criminal convictions. Consideration shall be given to the relationship to the job, how long ago the conviction occurred, the potential risk posed to employees, customers, campus and Contractor, and any other

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circumstances deemed relevant to the final determination of whether to employ or retain the employee. Conviction information shall be maintained as confidential to the Contractor. If a conviction is found to be relevant to the role and the decision is made not to proceed, the Adverse Action Process shall be commenced, in accordance with the Fair Credit Reporting Act.

b. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, UMW reserves the right to approve or disapprove any contract employee that will work on UMW property. Such request shall be in writing and state the reason. Such reason must be for good cause and may not be for an illegal reason. Disapproval by the University will solely apply to that individual's employment on UMW property and should have no bearing on the Contractor's employment of any individual outside of UMW properties.

c. UMW reserves the right to audit a Contractor's background check process at any time. d. All Contractor employees shall have a duty to self-disclose any criminal conviction(s) occurring while assigned to the UMW campus. Such disclosure shall be made to the Contractor.

e. Screens shall include:

- i. Enhanced Nationwide Criminal Search; which shall include Social Security Number search, address history, legal name and alias, including for job-related criminal history
- ii. DOJ Sex Offender Search and individual evaluation of results
- iii. County Criminal Search for all identified counties.

7. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

8. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for

violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance during the performance of the contract.

Effective July 1, 2023: No employer shall discharge, discipline, or discriminate against an employee for such employee's lawful use of cannabis oil pursuant to a valid written certification issued by a practitioner for

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treatment or to eliminate the symptoms of a diagnosed condition or disease, as provided under § 54.1-3408.3.

9. **FISCAL YEAR PROCESSING:** The University of Mary Washington fiscal year is July 1st through June 30th. Payment cannot be made for multiple fiscal years in advance of services.
10. **FRATERNIZATION:** Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator may be cause for request for removal of the contractor's employee from University property, at minimum, and/or result in contract termination.
11. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the University as an agency of the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, services, or equipment in the manner already and permanently described by the contractor on the materials, goods, services or equipment delivered.
12. **INDEPENDENT CONTRACTOR RELATIONSHIP:** In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.
13. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror

certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

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- a. **Workers' Compensation** - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
- b. **Employer's Liability** - \$100,000.
- c. **Commercial General Liability** - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

14. **NON-EXCLUSIVE CONTRACT:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.

15. **NOTICES:** Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service (for deliveries within the continental U.S.), or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

If to the University: University of Mary Washington If to the Contractor: {CONTRACTOR NAME} Attn.:  
Procurement Services Attn:  
1301 College Avenue ADDRESS LINE 1  
Fredericksburg, VA 22401 ADDRESS LINE 2

16. **OWNERSHIP OF MATERIALS:** Any furnished materials, including but not limited to reports, analyses, data, etc., shall remain the property of the University. All such items and materials shall be delivered to UMW in usable condition after completion of the work, and prior to submission of the final invoice for payment. Operating Manuals, procedures, or other documents written for carrying out contract services will remain property of the University once the contract is closed.

**17. PAYMENT TERMS:**

**a. To Prime Contractor:**

- i. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

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- ii. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- iii. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- iv. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 §53).

**b. To Subcontractors:**

- i. A contractor awarded a contract under this solicitation is hereby obligated:
  - 1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - 2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- c. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
- i. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before

request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

- 1) The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

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18. **PRICE ESCALATION/DE-ESCALATION**: Price adjustments may be permitted for changes in the contractor's cost of materials or service cost not to exceed a 3% annual increase. Price escalation may be permitted only at the beginning of each renewal term only when explicitly requested in writing by the contractor. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the University. Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price increases will be effective only at the beginning of each renewal term. The contractor shall document the amount and proposed effective date of any general change in the cost of service or materials. The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the procurement office.
19. **PROCUREMENT MANUAL**: This solicitation and any resulting contract is subject to the provisions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. The manual may be viewed at the [VASCUPP website](#).
20. **RECYCLING POLICY**: It shall be the policy of the University of Mary Washington to support and encourage conservation and recycling efforts by vendors, students, faculty and staff, where possible.
21. **RENEWAL OF CONTRACT**: This contract may be renewed by the University upon written agreement of both parties for five (5) successive one-year periods or as negotiated, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration. Only at the time of renewal may prices be negotiated for the upcoming term.
22. **SEVERABILITY**: If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.
23. **DISCRIMINATION, DISPARATE TREATMENT or HOSTILE WORK ENVIRONMENT**: The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace, on the basis of any protected groups, classes or other categories to which they belong or are perceived to belong. These

protected categories include race, ethnicity, national origin, age, pregnancy, disability, religion, veterans, gender, gender expression, or sexual orientation/identification. The Commonwealth will not tolerate any form of

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retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment. Pursuant to the authority provided in [Chapter 10 and 12, Title 2.2 of the Code of Virginia](#).

24. **TITLE IX:** Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex. [The University of Mary Washington's Policy on Sexual and Gender Based Harassment](#) and Other Forms of Interpersonal Violence is available for review on the [Title IX web page](#).

**XII. SUPPLIER ONBOARDING and METHOD OF PAYMENT:** *All awarded Contractors must be [registered with the University](#) to receive payment via University-issued check or ACH.* The Contractor shall be paid using one of the following methods for all University initiated procurements:

1. University Charge Card: At the time of verified receipt of goods or services, and proper invoice, if the Contractor's eVA profile indicates acceptance of credit cards in payment, the University will authorize payment by University charge card, currently through the Bank of America Visa, under the following terms: a. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase. b. No check-out fee or surcharge, that was appropriately disclosed in advance of the sale/purchase, shall be greater than 3% of the total sale., effective 4/15/2023. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price.
2. Virtual Payables through Bank of America: All payments made under Virtual Payables will have a net 16 payment term. For more information about this payment option, [contact UMW's Accounts Payable](#) department. or visit the [Bank of America virtual payables website](#).
3. UMW Check or ACH: *Payment will be made per the terms of the contract, or 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.*

NOTE: ACH must be set up in advance prior to submittal of any invoices. Please see the [DOA Website](#) for more information.

To be considered eligible for payment, all physical invoices must be received at the address below and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to [UMW Accounts Payable](#). *The University will not be responsible for late payment or nonpayment of invoices not received directly by Accounts Payable at this email address or at the mailing address indicated (below).*

UNIVERSITY OF MARY WASHINGTON  
Attn: ACCOUNTS PAYABLE  
1301 COLLEGE AVENUE  
FREDERICKSBURG, VA 22401



## ATTACHMENT C – RESPONSE SUMMARY

The Offeror shall complete responses to each question. Please provide any additional information in the “Supporting Information” section of the Response Summary.

| REQUIREMENT                                                                                                                                                            | OFFEROR RESPONSE                                     | SUPPORTING INFORMATION                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| How many years of experience do you/your interpreters have working with deaf/hard of hearing students whose primary method of communication is American Sign Language? | <input type="checkbox"/> 10 years or more experience |                                                                                                                    |
| Are you/your interpreters familiar with the Americans with Disabilities Act (ADA)?                                                                                     | Yes                                                  |                                                                                                                    |
| Do you/your interpreters hold a Level 3 or better with the Registry of Interpreters for the Deaf (RID)?                                                                | Yes                                                  | If you answered “Yes” to this question, please provide a copy of your certification with your proposal submission. |
| Do you/your interpreters hold a valid certification with the National Association of Deaf (NAD)?                                                                       | Yes <input type="checkbox"/>                         | If you answered “Yes” to this question, please provide a copy of your certification with your proposal submission. |
| Do you/your interpreters hold a State of Virginia or equivalent Quality Assurance Screening (VQAS), Level III or better?                                               | Yes <input type="checkbox"/>                         | If you answered “Yes” to this question, please provide a copy of your certification with your proposal submission. |
| Are you/your interpreters able to provide services to students who are proficient in Cued speech and Signed English?                                                   | No <input type="checkbox"/>                          |                                                                                                                    |
| Are you/your interpreters able to provide oral transliterating services?                                                                                               | No <input type="checkbox"/>                          |                                                                                                                    |
| Have you/your interpreters had exposure to a non-deaf academic culture?                                                                                                | Yes <input type="checkbox"/>                         |                                                                                                                    |
| Are you/your interpreters able to accommodate the class schedule of a student as well as activities outside the classroom?                                             | Yes <input type="checkbox"/>                         |                                                                                                                    |
| Do you/your interpreters have experience in specialized curriculum to include theatrical performances and/or public                                                    | Yes <input type="checkbox"/>                         |                                                                                                                    |

|                                                                                                                               |                              |  |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|
| events,<br>concerts, etc.?                                                                                                    |                              |  |
| Are you/your interpreters able to<br>accommodate more than one<br>interpreter per student, if needed?                         | Yes <input type="checkbox"/> |  |
| Can you/your interpreter provide<br>coverage for emergency meetings that<br>may be scheduled outside of normal<br>class time? | Yes <input type="checkbox"/> |  |

**ATTACHMENT D – REFERENCES**

Provide at LEAST 3 references of current or recent past clients, preferably from higher education. References may be used by the University as supporting information to verify the Offeror's qualifications, experience, and past performance. References are not scored as a separate evaluation criterion but may be considered as part of the overall evaluation.

| Reference #1      |                            |
|-------------------|----------------------------|
| Agency Name       | Reynolds Community College |
| Contact Name      | Susan Roach                |
| Email             | sroach@reynolds.edu        |
| Phone #           | 804-523-5289               |
| # Years w/ Agency |                            |
| Solution Provided |                            |

| Reference #2      |                               |
|-------------------|-------------------------------|
| Agency Name       | Brightpoint Community College |
| Contact Name      | Ontaya Jenkins                |
| Email             | ojenkins@brightpoint.edu      |
| Phone #           | 804-706-5232                  |
| # Years w/ Agency |                               |
| Solution Provided |                               |

| Reference #3 |                     |
|--------------|---------------------|
| Agency Name  | UVA Health Services |
| Contact Name | Paula Hernandez     |
| Email        | PAH8X@uvahealth.org |
| Phone #      | 434-282-5511        |

|                   |  |
|-------------------|--|
| # Years w/ Agency |  |
| Solution Provided |  |

## ATTACHMENT E - SMALL BUSINESS SUBCONTRACTING PLAN

**MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through [DSBSD online](#).

### DEFINITIONS:

**"Micro Business"** means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3million in average annual revenue over the three-year period prior to their certification.

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

**"Woman-owned business"** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

**"Minority-owned business"** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

**Bidder Name:**

**Preparer Name: Date:**

### INSTRUCTIONS:

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered

and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

#### ATTACHMENT E (CONT'D)

##### Section A

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a: **Check**

**All That Apply:** ☒ Micro Business ☒ Small Business ☒ Woman-Owned Business ☐ Minority-Owned Business

DSBSD Certification No.: 702026

Expiration Date: Jul 23, 2029

##### Section B

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

| Small Business Name,Address & DSBSD Cert No.                                                                                                             | Indicate if also: Micro (O),Women (W), or Minority (M) Certified | Contact Person, Telephone & Email                                                                                                     | Type of Goods and/or Services | Planned Involvement During Initial Period of the Contract (%)                                                                                                                                 | Planned Contract Dollars During Initial Period of the Contract (\$)                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Emily Haynes McGee dba Mosaic Interpreting Services<br>6201 Lakeside Ave.<br>Henrico, VA 23228<br><br><i>DSBSD CERT No: 702026<br/>Exp date: 7/23/29</i> | O, W                                                             | Becky Burton, COO<br><a href="mailto:becky@mosaicinterpretingservices.com">becky@mosaicinterpretingservices.com</a><br>(434) 361-4046 | ASL Interpreting Services     | We plan to utilize our staff interpreters before contract interpreters. Independent contractors would be individuals selected on the basis of consumer and content fit, geographic proximity, | We do not subcontract with other businesses; independent contractors are individuals, many of whom are SWAM certified. |

|                                         |  |  |  |                                                                                                                |                                                                                                            |
|-----------------------------------------|--|--|--|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|                                         |  |  |  | and availability.<br>We need more<br>information<br>about specific<br>asks before<br>responding<br>more fully. |                                                                                                            |
|                                         |  |  |  |                                                                                                                |                                                                                                            |
|                                         |  |  |  |                                                                                                                |                                                                                                            |
|                                         |  |  |  |                                                                                                                |                                                                                                            |
| Total Planned Subcontracting Spend (\$) |  |  |  |                                                                                                                | We would need<br>more<br>information<br>(hours of service<br>requested) in<br>order to provide<br>a total. |

**Describe the Offeror firm's history and expertise relevant to the services described in this RFP.**

We have thoroughly enjoyed partnering with you to provide interpreting services over the last few years. We welcome the opportunity to continue to work with you going forward. While we hope our record speaks for itself, we wanted to provide more context about our organization writ large.

We are a Richmond-based, woman-owned business established in 2017. Our administrative team is primarily comprised of credentialed interpreters, each with 10+ years of interpreting experience. With this lens of direct experience guiding us, we recognize that each student's needs are unique. We follow a client-centric approach to scheduling, aiming to match student needs and interpreter strengths whenever possible.

We have found a good rhythm in our time with you. We believe that we've identified good-fit interpreters for UMW, creating a pool that is large enough to fill the need with backup but small enough to provide consistency. As interpreters in this community ourselves, we have personal relationships with the interpreters on our roster and can vouch for their flexibility, ethics, and professionalism.

If given the opportunity to continue working with UMW, our current interpreters are poised to continue services if deemed appropriate.

Additionally, we have created "on call days" with nationally certified interpreters, allowing us greater flexibility to fill last minute needs.

With a small administrative team, we carefully consider our resources before submitting a bid. We want to make sure we have interpreters who are not only qualified, but strong in the environment, and that our back of the house team will be available for the needed support. After working with you over the past few years, we feel confident in submitting this proposal. We welcome any questions or concerns, and thank you for the consideration.

Warmly,

Becky Burton, COO

## Credentials for Interpreters - Attachment from Mosaic Interpreting Services

*(Please note this is a snapshot of a few of our interpreters and not all. We have 200 qualified interpreters and are unable to send records for all).*

### Member Details

|                   |                                                                      |
|-------------------|----------------------------------------------------------------------|
| Member Name:      | Karen Smith                                                          |
| Location:         | Richmond, VA 23227                                                   |
| Home Phone:       |                                                                      |
| Mobile Phone:     | 804-306-1387                                                         |
| Email:            | <a href="mailto:kjespenschied@gmail.com">kjespenschied@gmail.com</a> |
| Certificates:     | NIC Master                                                           |
| Category:         | Certified                                                            |
| Freelance Status: | No                                                                   |

Member Details

Member Name:

Heather Paradise

Location:

Richmond, VA

Home Phone:

Mobile Phone:

917-689-2119

Email:

[heatherparadise@hotmail.com](mailto:heatherparadise@hotmail.com)

Certificates:

NIC Advanced

Category:

Certified

Freelance Status:

Yes

Member Details

Member Name:

Emily Haynes McGee

Location:

Henrico, VA 23228

Home Phone:

Business Phone:

Mobile Phone:

251-786-4072

Email:

[emily@mosaicinterpretingservices.com](mailto:emily@mosaicinterpretingservices.com)

Certificates:

NIC

Category:

Certified

Freelance Status:

Yes



This badge was issued to Heather C. Goodson  
Date issued: July 06, 2022 | Expires: June 30, 2026

Verify

Celebrate



## Certified

Issued by Registry of Interpreters for the Deaf

Members who hold a valid certification accepted by RID, are in good standing, and meet the requirements of the Certification Maintenance Program (CMP).

[Learn more](#)

\$ Paid

### Skills

American Sign Language (ASL)

Communication

Credentialing Program

English Language

Interpreting

Member

## Member Details

|                   |                  |
|-------------------|------------------|
| Member Name:      | Stephanie Oliver |
| Home Phone:       |                  |
| Mobile Phone:     | 804-822-1313     |
| Certificates:     | NIC              |
| Category:         | Certified        |
| Freelance Status: | No               |

## Member Details

Member Name: Jennifer Dau  
Home Phone:  
Mobile Phone: 248-321-1575  
Certificates: NIC  
Category: Certified  
Freelance Status: No



[Create Account](#)

[Sign In](#)



**Bernice Venuto**

## Badge Wallet



**Certified**  
Registry of Interpreters for t...  
Expires Jun 30, 2026



**National Interpreter  
Certification (NIC)**  
Registry of Interpreters for t...  
Expires Jun 30, 2026



2/24/2026

Kelly Deleski  
117 Marks Ct  
Fredericksburg, Virginia 22407

**To Whom It May Concern:**

This letter is to verify that Kelly Deleski, member ID number 33738, is currently a Certified Member in good standing with the Registry of Interpreters for the Deaf, Inc. (RID).

Kelly possesses the following certifications from RID:

| Certification Type | Initial Certification Date | Cycle Begin Date | Cycle End Date |
|--------------------|----------------------------|------------------|----------------|
| NIC                | 2/16/2009                  | 1/1/2026         | 12/31/2029     |

As a part of RID's commitment to protecting the integrity of our certification program and to increase consumer protection, certification verification letters are valid for up to one week from printing. Please note that as defined under RID's Certification Maintenance Program (CMP) in order to be a Certified Member in good standing, members must maintain their certification through continuing education, membership in RID, and compliance with the RID Code of Professional Conduct (Ethical Practices System-EPS). The Certification end date will take effect only if one or more requirements of the RID CMP are not met (i.e. failure to pay membership dues or failure to meet continuing education requirements) and the RID certification(s) they hold will be revoked.

Our registry is a reliable search tool for anyone to confirm someone's certification status:  
<https://myaccount.rid.org/Public/Search/Member.aspx> (Select 'Certified' in the category box first before searching). If a member's certification is revoked due to CMP you can find that information located here: <https://rid.org/certification-revocations-reinstatements/> and if they have been revoked due to an EPS violation, you can find that information here: <https://rid.org/programs/ethics/eps-violations/>.

If you have questions, you can contact the Certification Department at [certification@rid.org](mailto:certification@rid.org).

*Catie Colamonico*

Catie Colamonico  
Certification Manager

PO Box 17581, Arlington, VA 22201  
571-257-3957 VP ■ 703-838-0030 Voice ■ [www.rid.org](http://www.rid.org)

education v standards v excellence

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To Whom It May Concern:

This letter is to verify that Abigail Castillo, member ID number 90302, is currently a Certified Member in good standing with the Registry of Interpreters for the Deaf, Inc. (RID). Abigail possesses the following certifications from RID:

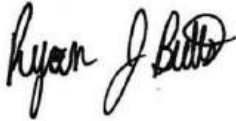
| Certification Type | Initial Certification Date | Cycle Begin Date | Cycle End Date |
|--------------------|----------------------------|------------------|----------------|
| NIC                | 8/27/2021                  | 8/27/2021        | 12/31/2026     |

As a part of RID's commitment to protecting the integrity of our certification program and to increase consumer protection, certification verification letters are valid for up to one week from printing. Please note that as defined under RID's Certification Maintenance Program (CMP) in order to be a Certified Member in good standing, members must maintain their certification through continuing education, membership in RID, and compliance with the RID Code of Professional Conduct (Ethical Practices System-EPS). The Certification end date will take effect only if one or more requirements of the RID CMP are not met (i.e. failure to pay membership dues or failure to meet continuing education requirements) and the RID certification(s) they hold will be revoked.

Our registry is a reliable search tool for anyone to confirm someone's certification status:

<https://myaccount.rid.org/Public/Search/Member.aspx> (Select 'Certified' in the category box first before searching). If a member's certification is revoked due to CMP you can find that information located here: <https://rid.org/certification-revocations-reinstatements/> and if they have been revoked due to an EPS violation, you can find that information here: <https://rid.org/programs/ethics/eps-violations/>.

If you have questions, you can contact the Certification Department at [certification@rid.org](mailto:certification@rid.org).



VIRGINIA DEPARTMENT FOR THE DEAF AND HARD OF HEARING  
VIRGINIA QUALITY ASSURANCE SCREENING (VQAS)

**Becky Burton**  
is hereby awarded

VQAS LEVEL(S)

III/ T - III/I

Valid through 12/28/2026

*Eric Raff*

Eric H. Raff, VDDHH Director



Search by badge name, organization, skill, occupation or learning pathway

Cr



**Lauren Hughes**

## Badge Wallet



**National Interpreter Certification  
(NIC)**  
Registry of Interpreters for the Deaf  
Expires Jun 30, 2026



**Certified**  
Registry of Interpreters for the Deaf  
Expired Jun 30, 2025



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/05/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                 |                                                           |                                         |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------|
| <b>PRODUCER</b><br>CH INS BROKERAGE SERVICES CO INC<br>01312104<br>100 S SALINA ST STE 370<br>SYRACUSE NY 13202 | <b>CONTACT NAME:</b>                                      |                                         |
|                                                                                                                 | <b>PHONE</b> (315) 234-7500<br>(A/C, No, Ext):            | <b>FAX</b> (315) 234-7508<br>(A/C, No): |
|                                                                                                                 | <b>E-MAIL ADDRESS:</b>                                    |                                         |
|                                                                                                                 | <b>INSURER(S) AFFORDING COVERAGE</b>                      |                                         |
|                                                                                                                 | <b>INSURER A:</b> Hartford Underwriters Insurance Company |                                         |
| <b>INSURED</b><br>EMILY HAYNES LLC<br>6116 CLOVER LN<br>HENRICO VA 23228-5219                                   | <b>NAIC#</b> 30104                                        |                                         |
|                                                                                                                 | <b>INSURER B:</b>                                         |                                         |
|                                                                                                                 | <b>INSURER C:</b>                                         |                                         |
|                                                                                                                 | <b>INSURER D:</b>                                         |                                         |
|                                                                                                                 | <b>INSURER E:</b>                                         |                                         |
|                                                                                                                 | <b>INSURER F:</b>                                         |                                         |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                         | ADDL INSR                                           | SUBR WVD                                              | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYY) | LIMITS                                                               |             |
|----------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|---------------|-------------------------|--------------------------|----------------------------------------------------------------------|-------------|
| A        | COMMERCIAL GENERAL LIABILITY                                                                              |                                                     |                                                       | 01 SBM AE9KX4 | 01/09/2026              | 01/09/2027               | EACH OCCURRENCE                                                      | \$1,000,000 |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |                                                     |                                                       |               |                         |                          | DAMAGE TO RENTED PREMISES (Ea occurrence)                            | \$1,000,000 |
|          | <input checked="" type="checkbox"/> General Liability                                                     |                                                     |                                                       |               |                         |                          | MED EXP (Any one person)                                             | \$10,000    |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                        |                                                     |                                                       |               |                         |                          | PERSONAL & ADV INJURY                                                | \$1,000,000 |
|          | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                                                     |                                                       |               |                         |                          | GENERAL AGGREGATE                                                    | \$2,000,000 |
|          | OTHER:                                                                                                    |                                                     |                                                       |               |                         |                          | PRODUCTS - COMP/OP AGG                                               | \$2,000,000 |
| A        | AUTOMOBILE LIABILITY                                                                                      |                                                     |                                                       | 01 SBM AE9KX4 | 01/09/2026              | 01/09/2027               | COMBINED SINGLE LIMIT (Ea accident)                                  | \$1,000,000 |
|          | <input type="checkbox"/> ANY AUTO                                                                         |                                                     |                                                       |               |                         |                          | BODILY INJURY (Per person)                                           |             |
|          | <input type="checkbox"/> ALL OWNED AUTOS                                                                  | <input type="checkbox"/> SCHEDULED AUTOS            |                                                       |               |                         |                          | BODILY INJURY (Per accident)                                         |             |
|          | <input checked="" type="checkbox"/> HIRED AUTOS                                                           | <input checked="" type="checkbox"/> NON-OWNED AUTOS |                                                       |               |                         |                          | PROPERTY DAMAGE (Per accident)                                       |             |
|          | <input type="checkbox"/>                                                                                  | <input type="checkbox"/>                            |                                                       |               |                         |                          |                                                                      |             |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB                                                         | <input checked="" type="checkbox"/> EXCESS LIAB     | <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE | 01 SBM AE9KX4 | 01/09/2026              | 01/09/2027               | EACH OCCURRENCE                                                      | \$5,000,000 |
|          | <input type="checkbox"/> DED                                                                              | <input type="checkbox"/> RETENTION \$ 10,000        |                                                       |               |                         |                          | AGGREGATE                                                            | \$5,000,000 |
|          |                                                                                                           |                                                     |                                                       |               |                         |                          |                                                                      |             |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                                             |                                                     |                                                       | 01 SBM AE9KX4 | 01/09/2026              | 01/09/2027               | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |             |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                               | <input type="checkbox"/> Y/N                        | N/A                                                   |               |                         |                          | E.L. EACH ACCIDENT                                                   |             |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                    |                                                     |                                                       |               |                         |                          | E.L. DISEASE - EA EMPLOYEE                                           |             |
|          |                                                                                                           |                                                     |                                                       |               |                         |                          | E.L. DISEASE - POLICY LIMIT                                          |             |
| A        | Professional Liability                                                                                    |                                                     |                                                       | 01 SBM AE9KX4 | 01/09/2026              | 01/09/2027               | Each Claim Limit                                                     | \$1,000,000 |
|          |                                                                                                           |                                                     |                                                       |               |                         |                          | Aggregate Limit                                                      | \$1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

## CERTIFICATE HOLDER

University of Mary Washington  
1301 COLLEGE AVE  
FREDERICKSBURG VA 22401

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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**ADDENDUM** February 4, 2026

**ADDENDUM NO. 1 TO ALL**

**OFFERORS:** Reference – Request

Date Issued: February 2, 2026

For Delivery to: University of Mary Washington, Commonwealth of Virginia

Proposal Due Date: March 3, 2026 @ 2:00 PM

This addendum consists of one (1) pages.

Questions from Offerors:

- 1. The RFP states the right to make a single or multiple award. Is there a target or expected number of vendors to be awarded the contract?** At this time, the University has not established a target or expected number of awards. The University reserves the right to make a single award or multiple awards, as determined to be in the best interest of the University, based on the results of the evaluation process.
- 2. If multiple vendors are awarded, how will specific assignments be allocated or distributed among the awarded vendors?** If multiple awards are made, specific assignments will be issued based on the University's needs at the time of request. Assignment considerations may include, but are not limited to, interpreter availability, required qualifications or certifications, response time, location, scheduling constraints, and the ability to meet the specific service requirement. The University does not guarantee a minimum amount of work or an equal distribution of assignments among awarded contractors.
- 3. Can you provide an estimated annual or total projected hours for interpreting services for the base contract year, to help vendors assess capacity needs?** The University is unable to provide an estimated annual or total projected number of hours for interpreting services at this time. Demand for services will vary based on University needs. Offerors should demonstrate the ability to accommodate fluctuating service requirements. The University does not guarantee a minimum number of hours or volume of work.

**END OF ADDENDUM NO. 1**

Jennifer Buist  
Buyer Specialist  
Procurement Services  
University of Mary Washington  
Phone: (540)654-1382

**RFP 26-2087 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.**

NAME OF OFFERING FIRM: Emily Haynes McGee, LLC dba Mosaic Interpreting Services

NAME OF OFFEROR REPRESENTATIVE: Becky Burton, COO

OFFEROR SIGNATURE: *Becky Burton*

DATE: 2/20/26

1301 College Avenue

Page 1 of 1 Fredericksburg, VA 22401-5300

Revised *April 2024* [adminfinance.umw.edu/procurement](http://adminfinance.umw.edu/procurement) [procure@umw.edu](mailto:procure@umw.edu)

**ADDENDUM NO. 2 TO ALL**

**ADDENDUM**

February 16, 2026

**OFFERORS:** Reference – Request

Date Issued: February 2, 2026

For Delivery to: University of Mary Washington, Commonwealth of Virginia

Proposal Due Date: March 3, 2026 @ 2:00 PM

This addendum consists of one (1) pages.

Questions from Offerors:

1. **While there are no guarantees as to future spend on the contract, should bidders use the historic spend as an indication as to future spend, or is there an anticipated material difference?**

While historical spend information is provided for general context, it is not intended to serve as a projection of future usage. As stated in the RFP, "The University will not guarantee actual contract usage in any amount during any period of the resulting contract, nor will it be held responsible in any way if contract usage exceeds or does not meet this estimate."

Offerors may reference historical spend to understand past activity levels; however, they should not rely on it as a predictor of future spend, as actual usage may vary and may be higher or lower depending on University needs from year to year.

**END OF ADDENDUM NO. 2**

Jennifer Buist  
Buyer Specialist  
Procurement Services  
University of Mary Washington  
Phone: (540)654-1382

**RFP 26-2087 Addendum No. 2 (and all addenda) should be acknowledged and included in the RFP submittal package.**

NAME OF OFFERING FIRM: Mosaic Interpreting Services

NAME OF OFFEROR REPRESENTATIVE: Becky Burton

OFFEROR SIGNATURE: *Becky Burton*

DATE: 2/25/2026

1301 College Avenue

Page **1** of **1** Fredericksburg, VA 22401-5300

Revised *April 2024* [adminfinance.umw.edu/procurement](http://adminfinance.umw.edu/procurement) [procure@umw.edu](mailto:procure@umw.edu)