

**Standard Contract**

**UCPUMW 26-2087**

**Sign Language Interpreting Services**

This contract, between HIS Sign, LLC, 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: HIS Sign, LLC  
44050 Ashburn Shopping Plaza, Suite 195-639  
Ashburn, VA 20147

- 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.

**HIS SIGN, LLC**

**UNIVERSITY OF MARY WASHINGTON**

Signature: Matt Peev

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

Printed Name: Matt Peev

Printed Name: Melva A. H. Kishpaugh

Title: COO

Title: Director, Procurement Services

Date: 04/27/2026

Date: April 27, 2026

Phone: 877-886-8879

Email: Matt@HISsign.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) – Levels III and Higher	\$ 84.00 per interpreter
In-Person Cued Speech Translation	\$ 84.00 per interpreter
Fees for Cancellations (given less than 24hrs/not on course syllabus)	\$ Will be billed in full for the time scheduled.
Other Fees* Two hour minimum per assignment for onsite, and one hour for virtual. We bill at 15 minute intervals after two hrs for scheduled assignments. Assignments that are 90 minutes or longer will require a team, in the rare instances we cannot get a team, we will bill 1.5 for it being done solo.	\$ None. We do ask parking for interpreters to be covered.
<b>Average Hourly Rate</b>	\$ 84.00 per interpreter

\* Disclose all other potential additional costs

\* Notwithstanding any minimum billing requirements or scheduled-time references, no charges shall apply when the University provides at least 24 hours’ notice of cancellation, as defined in Section I.12 of the Contract.



## **HIS Sign, LLC Response**

**To:**

**University of Mary Washington  
Solicitation Number: RFP 26-2087  
Sign Language Interpreting Services**

Response Date: March 3, 2026

HIS Sign, LLC  
44050 Ashburn Shopping Plaza  
Suite 195-639  
Ashburn, VA 20147

**Incorporated:**

December 19, 2009 in Ashburn, Virginia

**Registration Numbers:**

Federal Taxpayer Identification Number: 27-1383717

State Corporation Commission (SCC) Identification No: S312118

DUNS: 168990385

Cage: 330M1

SWaM Certificate: #688943

Website: [www.HISsign.com](http://www.HISsign.com)

**HIS Sign:**

Matt Peev

COO

[Matt@HISsign.com](mailto:Matt@HISsign.com)

P: 877-886-8879

**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:** **NOTE: Proposals received after the due date and time, as determined by the electronic time stamp generated by the eVA system, cannot be accepted.**

**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.

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**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: HIS Sign, LLC

Address of Offering Firm: 44050 Ashburn Shopping Plaza, Suite 195-639 Ashburn, VA 20147

[DSBSD](#) Certification No.: SWAM # 688943 Expiration Date: 08-28-2029

eVA ID: VS0000066504 Tax ID: 27-1383717

Email: marketing@HISsign.com Telephone: 877-886-8879

Website: www.HISsign.com Fax: 703-738-8618

Submitted By (Print Name & Title): Matt Peev - COO

**Signature (In Ink):** *Matt Peev* **Date:** 02-27-2026

**ADDENDUM**  
February 4, 2026

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Request for Proposals: RFP 26-2087  
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: HIS Sign, LLC

NAME OF OFFEROR REPRESENTATIVE: Matt Peev - COO

OFFEROR SIGNATURE: *Matt Peev*

DATE: 02-27-2026

**ADDENDUM**  
February 16, 2026

**ADDENDUM NO. 2 TO ALL OFFERORS:**

Reference – Request for Proposals: RFP 26-2087  
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: HIS Sign, LLC

NAME OF OFFEROR REPRESENTATIVE: Matt Peev - COO

OFFEROR SIGNATURE: *Matt Peev*

DATE: 02-27-2026



# HIS Sign

*Sign Language Interpreting*

## Capability Statement

### About Us

HIS Sign, LLC is a woman owned sign language interpreting agency based in Northern Virginia. We provide 24 x 7 x 365 onsite sign language interpreting services primarily in the Virginia, Maryland, West Virginia and District of Columbia areas and Virtual Interpreting Services (VIS) to the world. As a company, we are all committed to providing valuable services to the Deaf community, the Business community, and the Interpreting Community. We do this by following the Golden Rule: "Treat Others as You Want to be Treated", and by serving with integrity and dedication.

### Services Offered

- In-person Interpreting
- Virtual Interpreting Services (VIS)
- Tactile Interpreting
- Real-time Captioning
- ASL Classes
- Interpreted Video Services
- Sign Translation of Text

### Differentiators

- Over 500 experienced and highly qualified interpreters giving us a 95% filled request rate
- Accommodation of last minute requests
- Matching an interpreter to your language preference
- Services available 24 hours a day, 365 days a year

### Who We Serve

- Educational
- Government
- Medical
- Corporate
- Legal Setting
- Conferences
- Theatrical

### Our Team

HIS Sign, LLC is proud to have a large and highly technical workforce. The team averages close to 25 years of experience in virtually every industry vertical. That knowledge and know-how has helped HIS Sign work successfully with various clients, in many different spaces. Our smooth and cost-effective process matches you with a qualified interpreter to help you achieve your goals.

### Contact

HIS Sign, LLC  
44050 Ashburn Shopping Plaza  
Suite 195-639  
Ashburn, VA 20147  
877-886-8879  
[Accessibility@HISsign.com](mailto:Accessibility@HISsign.com)

**DUNS:** 168990385  
**TIN:** 27-1383717  
**SWaM:** 688943  
**eVA:** VS0000066504  
**Cage Code:** 330M1



## **Background and History**

HIS Sign has been in business for nearly a decade with a clear focus on education-based interpreting. In 2025, we provided over 100,000 hours of in-person ASL, Sign Language, Oral, Tactile, Close-Vision, Pigeon, Signed English, Deaf interpreting and Cued Speech services as well as the use of CART and Video Interpreting Services (VIS). We've provided services to dozens of colleges and universities as well as school systems primarily in Virginia, Maryland, Washington, D.C., Pennsylvania and West Virginia.

We are headquartered in Ashburn, Virginia (44050 Ashburn Shopping Plaza Suite 195-639 Ashburn, VA 20147) and currently have 16 employees and work with a pool of over 500 interpreters primarily supporting the greater Virginia, Maryland, West Virginia, D.C. areas. We have been able to fill requests to states outside of our area using a subset of interpreters that are willing and able to travel as well as hiring local interpreters. In addition, we have provided interpreters for teachers and students going abroad on school funded trips in the past as well.

The agency was founded as a means to provide the best possible interpreters to children in county school systems. While we have grown to service other verticals as well, at the core our expertise and passion remains in providing services to students in need. Our owner, Christina Hammrich (an interpreter herself), has primarily focused her work in education based interpreting and has mentored several of our interpreters in the past and continues to be a resource for new interpreters.

HIS Sign uses an in-house database system to store and track the credentials, certifications and abilities of our 500 plus interpreters so we can match each assignment with an interpreter that meets or exceeds the needs required in this RFP of the interpreter. Whether it is ASL, Pigeon, Signed English, Tactile etc., HIS Sign through its history with colleges and universities as well as county school systems has the ability to meet each specific need asked for in this RFP in a host of different settings. All resumes and credentials are available upon request. A sample of credentials is provided after this section.

Our fill rate is rather high with over 95% of assignments being covered including same day requests we regularly receive from our customers. We typically fill requests in less than an hour after receiving them. HIS Sign requires a two hour minimum per assignment. In regards to teaming assignments, it is basic industry practice to charge 1.5 times in the rare instance for assignments that should be teamed, but where there is only one interpreter available.

HIS Sign will only use qualified interpreters for assignments at the University of Mary Washington. The following applies to each of these interpreters:

- They are either RID Certified (level three or higher) or are VQAS level III or higher.
- They have passed a rigorous screening process utilized by HIS Sign to make sure only the highest caliber interpreters are added to our team.
- During the screening process, they are asked a series of questions to determine their capabilities as well as test on videos geared towards an education setting. We further evaluate their knowledge, skills, and abilities as measured by past employment, references, and an interview. Not only do we look at signing and voicing skills, we also look at their professionalism, demeanor, and interpersonal skills. During this process we discuss and evaluate a candidate's education, certifications, work history, and experience, paying particular attention to determine if they will fit into our culture.
- They are familiar with the ADA laws as it applies to the services they render. This knowledge is continually reinforced by HIS Sign in our social media and in workshops that we support.
- They have passed a comprehensive background test. The final step in the acceptance process is to have a National Criminal Background check performed on the staff member or freelance interpreter (at our expense).
- They have signed a contract with HIS Sign indicating their compliance to the RID Code of Professional Conduct. They will adhere to strict confidentiality set forth in the RID Code of Professional Conduct.

All interpreters, whether staff or freelance, must go through a rigorous 6-step process before accepting any work with HIS Sign. This six-step process can be found here: <http://hissign.com/interpreter-boarding-steps.html>.

Our Accessibility Department is staffed around the clock and geared towards placing interpreters in a school setting. We regularly fill requests in less than an hour, with many of them coming in the early morning hours the same day services are requested. Having this experienced team enables us to connect the right interpreter to each assignment. Requests for services may be sent anytime by filling out an online form, email, phone or fax. We typically handle over 500 requests per month with peak school months having more than 10,000 hours of services.

We currently have 300 RID (Registry of Interpreters of the Deaf) certified interpreters that provide services for HIS Sign or VQAS Level III or higher. Additionally, all of our interpreters sign a contract which includes a confidentiality agreement and compliance to written policies and procedures as well as to the RID-NAD Code of Professional Conduct.

The HIS Sign management team has over 25 years of interpreting and IT experience and over 20 years of sales and administration experience. Each employee has at least 8 years of professional work experience, with the average work experience being closer to 15 years.

Every year we have long-term ongoing assignments where we screen and place an interpreter we feel is a terrific fit for the duration of the year/time needed. Throughout our fifteen plus year history, our Accessibility Team has a wealth of experience in matching these assignments with



HIS Sign, LLC Response to  
University of Mary Washington  
RFP# 26-2087

the best possible interpreting fit. Every year is unique, but in general HIS Sign provides roughly 25-30 long term assignments with a student each year. This provides consistency for the student as well as the interpreter.

We are very familiar with monitoring for closings that result from inclement weather. Our scheduling system allows us to quickly communicate cancellations that result in either administrative or unscheduled leave to all of our affected interpreters. The inclement weather policy requirements in this RFP are in line with the policy found in section VII 15 of the RFP.

HIS Sign believes in utilizing the technology that is available to us to meet the needs of our customers. We have several methods for our customers to request the services of our interpreters:

1. Assignment details may be entered onto our website by going to [www.HISsign.com](http://www.HISsign.com) and then clicking on the "Request Interpreter" tab. These requests are monitored 24 x 7 x 365.
2. Assignment details may be emailed to [Accessibility@HISsign.com](mailto:Accessibility@HISsign.com). This email account is monitored 24 x 7 x 365.

Please note that terms and conditions stated within the enclosed proposal are good for 120 days from the date on this letter. If you should have any questions about the information within this response or to request any additional information, please feel free to reach out to your HIS Sign point of contact, Mr. Matt Peev at 877-886-8879.

Sincerely,

Matt Peev  
COO  
44050 Ashburn Shopping Plaza, Suite 195-639  
Ashburn, VA 20147  
877-886-8879  
Matt@HISsign.com

*Matt Peev*

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This badge was issued to [Aaron Steven Halleck](#)  
Date issued: July 06, 2022 | Expires: June 30, 2026

[Verify](#)

[Celebrate](#)



## National Interpreter Certification (NIC)

Issued by [Registry of Interpreters for the Deaf](#)

Holders of this certification have demonstrated general knowledge in the field of interpreting, ethical decision making and interpreting skills. Candidates earn the NIC if they demonstrate professional knowledge and skills that meet or exceed the minimum professional standards necessary to perform in a broad range of interpretation and transliteration assignments. This credential has been available since 2005.

[Learn more](#)

Certification

Foundational

### Skills

ASL

Communication

English Language

Interpreter

Language

Sign Language Interpretation



## COMMONWEALTH of VIRGINIA

ERIC H. RAFF  
DIRECTOR

*Department for the Deaf and Hard of Hearing*

1602 ROLLING HILLS DRIVE, SUITE 203  
HENRICO, VIRGINIA 23229-5012

(804) 662-9502 V/TTY  
(800) 552-7917 V/TTY  
(804) 325-1290 VP  
(804) 662-9718 FAX  
[www.VDDHH.org](http://www.VDDHH.org)

10/10/2023

Dear Edgar Morales,

After carefully reviewing your Virginia Quality Assurance Screening (VQAS) Performance Assessment, the raters have determined that you have demonstrated the skills necessary to be awarded the following VQAS Levels:

**Level III – Transliterating**

**Level III – Interpreting**

I have enclosed your Virginia Quality Assurance Screening Results form (**the form directly behind this letter**), which separates your individual scores for each segment of your Transliterating and Interpreting Assessments. Your VQAS transliterating and interpreting screening levels were awarded based on the competency area with the lowest score. I would encourage you to review these individual scores when determining participation in future training opportunities.

A diagnostic assessment will be prepared in the near future to assist you in identifying the strengths and weaknesses demonstrated during your performance on the day you were assessed. Each page will include a summary of the diagnostician's comments for that particular segment and recommendations on how to improve in those areas. You are encouraged to review these diagnostics and to consider recommendations when determining participation in future training opportunities. To continue in your development it is recommended that you join, or continue your involvement with, professional organizations, attend professional seminars and workshops, and interact with the deaf community.

All candidates receiving a VQAS Level I or higher are eligible for inclusion in the Directory of Qualified Interpreters for the Deaf and Hard of Hearing. *If you are interested in being included in the directory, please complete, sign and return a [Directory Release Form](#).* If you choose to be removed from the directory you **MUST** notify the VDDHH in writing. For more information about the VDDHH contract or the directory, please email [isp@vddhh.virginia.gov](mailto:isp@vddhh.virginia.gov).

*If you received a VQAS Level II or above, you are eligible to participate in the **VDDHH Service Agreement** for interpreting services at the rate of your highest valid level.* If you are interested, please contact us by email at [isp@vddhh.virginia.gov](mailto:isp@vddhh.virginia.gov) to confirm your interest and a Service Agreement package will be sent to you.

Remember, **your results are valid for three (3) years from the date of your award.** It is your responsibility to re-register for the VQAS Performance Assessment at least six (6) months prior to your expiration date. I have attached a copy of the policy related to validity of your Levels. **Please note the**

**time frames for registration in advance of your expiration date.**

Thank you for participating in the VQAS Performance Assessment, and once again congratulations! Please feel free to call me anytime should you have additional questions or concerns regarding any aspect of the Interpreter Programs.

Sincerely,

Amy Ashworth  
VQAS Coordinator

**VIRGINIA QUALITY ASSURANCE SCREENING RESULTS  
PERFORMANCE ASSESSMENT**

**CANDIDATE NAME:** Edgar Morales  
**DATE ASSESSED:** 8/10/2023  
**RESULTS DATE:** 10/10/2023

<b>RESULTS:</b>	Level III Transliterating
<b>RESULTS:</b>	Level III Interpreting

**COMPETENCY AREA SCORES:**

	T Score	I Score
<b>Expressive</b>	82.1	80.0
<b>Interactive</b>	84.7	81.3
<b>Receptive</b>	82.9	86.4

Expressive: Signed product  
 Interactive: Spoken and Signed product  
 Receptive: Spoken product

A screening level is awarded based on the competency area with the lowest score. The standards to be awarded a level are:

0% - 49%	No level
50% - 64%	Level I
65% - 79%	Level II
80% - 94%	Level III
95% -100%	Level IV

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

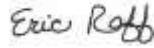
**Edgar Morales**

is hereby awarded

**VQAS LEVEL(S)**

**III/ T - III/I**

Valid through **10/10/2026**



Eric H. Raff, VDDHH Director

Candidates may be awarded a Level in two competency areas:  
T – Transliterating (English/Manually Coded Form of English)  
I – Interpreting (English/American Sign Language)

**LEVEL IV** – Recommended for situations such as:

- **Medical** – Pre-natal examinations, routine medical appointments, emergency room, NOT LIFE THREATENING OR SURGICAL SITUATIONS
- **Employment** – Job interview, performance evaluation, technical and high-level staff meetings, on-the-job training (computer/technical)
- **Government** – Public hearings, board meetings
- **Education** – GED, post-graduate college (master/PH.D.), IEP meeting, PTA, academic adult education
- **Support Group** – All, including 12-step programs

**LEVEL III** – Recommended for situations such as:

- **Medical** – Routine eye and dental, childbirth classes
- **Social Services** – Eligibility, Welfare
- **Employment** – Non-technical, staff meetings
- **Education** – Pre-K through 12, undergraduate college (bachelor)

**LEVEL II** – Recommended for situations such as:

- **Education** – Non-academic adult education
- **Employment** – On-the-job training (non-computer, non-technical)
- **Recreation** – Library, parks and recreation, YMCA, arts and crafts

## ATTACHMENT A

### RFP 26-2087 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal MUST be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

#### IMPORTANT DATES & REMINDERS

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- No Questions Accepted after 2:00 PM on February 13, 2026. All Questions must be directed toward the Procurement Officer for this solicitation, [Jennifer Buist](#), 540-654-1382.
- Proposal Due Date: Tuesday, March 3, 2026 by 2:00 PM – Proposals submitted after 2:00 PM as indicated by the eVA timestamp will NOT be accepted.
- All proposals must be submitted electronically through the Commonwealth of Virginia’s eVA Procurement Portal by the solicitation due date and time. Offerors are responsible for ensuring successful submission in eVA. Proposals submitted by mail, email, or physical delivery will not be accepted.
- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

#### REQUIRED DOCUMENT SUBMISSION

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Acknowledgement:

**X The classification 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 an entire classification designation, the proposal will be rejected.

Documents to Submit:

- X Completed and signed RFP cover page
- X Any/All signed addenda
- X Electronic proposal uploaded through eVA (including a separate redacted version, if applicable).
- X Description of the Offering firm’s history and expertise relevant to the services described in this RFP.
- X Completed Attachment B – Pricing Template
- X Completed Attachment C – Response Summary
- X Completed Attachment D – References
- X Completed Attachment E – Small Business Subcontracting Plan
- X Any exceptions taken to University’s Terms and Conditions.
- X Current Certificate of Liability Insurance

**ATTACHMENT B - 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) – Levels III and Higher	\$ 84.00 per interpreter
In-Person Cued Speech Translation	\$ 84.00 per interpreter
Fees for Cancellations (given less than 24hrs/not on course syllabus)	\$ Will be billed in full for the time scheduled.
<p>Other Fees*</p> <p>Two hour minimum per assignment for onsite, and one hour for virtual. We bill at 15 minute intervals after two hrs for scheduled assignments. Assignments that are 90 minutes or longer will require a team, in the rare instances we cannot get a team, we will bill 1.5 for it being done solo.</p>	\$ None. We do ask parking for interpreters to be covered.
<b>Average Hourly Rate</b>	\$ 84.00 per interpreter

*\*disclose all other potential additional costs*

**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"/> 1 – 5 years experience <input type="checkbox"/> 5 – 10 years experience <input checked="" type="checkbox"/> X 10 years or more experience	HIS Sign, LLC was incorporated in December of 2009.
Are you/your interpreters familiar with the Americans with Disabilities Act (ADA)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Interpreters are familiar with ADA from the RID and their ITP. We have provided training in the past.
Do you/your interpreters hold a Level 3 or better with the Registry of Interpreters for the Deaf (RID)?	Yes <input checked="" type="checkbox"/> No <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 valid certification with the National Association of Deaf (NAD)?	Yes <input checked="" type="checkbox"/> No <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 checked="" type="checkbox"/> No <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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	We have a group of interpreters that provide regular services for Cued speech and SEE.
Are you/your interpreters able to provide oral transliterating services?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	While rarely asked, we do have a small pool of interpreters that can provide it.
Have you/your interpreters had exposure to a non-deaf academic culture?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Interpreters have experience through their own academics or interpreting in the education field.
Are you/your interpreters able to accommodate the class schedule of a student as well as activities outside the classroom?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Given our experience providing services in an education setting, we can accommodate both the class schedule and activities beyond.
Do you/your interpreters have experience in specialized curriculum to include theatrical performances and/or public events, concerts, etc.?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	We regularly provide services for performances, graduations etc.
Are you/your interpreters able to accommodate more than one interpreter per student, if needed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Several college classes require a team Our interpreters regularly work in this setting.
Can you/your interpreter provide coverage for emergency meetings that may be scheduled outside of normal class time?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes. We regularly receive and fill these requests from the dozens of colleges and county schools we work with.

**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	Blue Ridge Community and Technical College
Contact Name	Alexis Dixon
Email	adixon@blueridgectc.com
Phone #	304-260-4380 ext 2117
# Years w/ Agency	13 years
Solution Provided	Provided services on an ongoing basis since 2012. Some years hours of interpreting services have exceeded 1500 for the school year.

Reference #2	
Agency Name	Montgomery County Public Schools
Contact Name	Selma Patillo Simms
Email	Selma_Patillo@mcpsmd.org
Phone #	240-740-1802
# Years w/ Agency	7 years
Solution Provided	Provide ASL coverage for students, faculty , and events.

Reference #3	
Agency Name	Webster University at Fort Belvoir
Contact Name	Johnnie Johnson
Email	Jjohnsoniv74@webster.edu
Phone #	703-781-7942
# Years w/ Agency	3 years
Solution Provided	Providing Interpreting coverage for graduate level courses over the course of three years.

**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:** HIS Sign, LLC

**Preparer Name:** Matt Peev - COO **Date:** 02/26/2026

**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.: SWAM 688943

Expiration Date: 08-28-2029

**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 (\$)
<b>Total Planned Subcontracting Spend (\$)</b>					



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2025

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 have ADDITIONAL INSURED provisions or 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> Wendy Chalas 7031 Albert Pick Rd Suite 304 Greensboro, NC 27409	<b>CONTACT NAME:</b> Customer Support <b>PHONE (A/C No. Ext):</b> (720) 850-0033 <b>E-MAIL ADDRESS:</b> customersupport@bbrown.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> His Sign, LLC 44050 Ashburn Shopping Plz Ste 195- Ashburn, VA 20147	<b>INSURER A:</b> Sentinel Insurance Company, Ltd.	<b>NAIC #</b> 11000
	<b>INSURER B:</b> Download Multiple Carriers	00914
	<b>INSURER C:</b> United States Liability Insurance Company	25895
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 285000

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			22SBAZK5902	08-23-2025	08-23-2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			22SBAZK5902	08-23-2025	08-23-2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			22SBAZK5902	08-23-2025	08-23-2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	22WBCEL7793	08-23-2025	08-23-2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			SP 1555104J	01-28-2025	01-28-2026	Limit \$1,000,000


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

**CERTIFICATE HOLDER**

University of Mary Washington  
 1301 College Avenue  
 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  


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