



University of Mary Washington
 1301 College Ave
 Fredericksburg, VA
 22401
 USA

SUBSCRIPTION AGREEMENT

I have set out below a description of the services that Skillful Communications, INC, 244 Fifth Ave STE 227P, New York, NY 10001 (Skillful) will provide to The University of Mary Washington (Organization).

1. For unlimited access to Big Interview for every user and faculty member of the Organization. For the period of 12/31/2026 - 12/30/2031:

Item	Price	Quantity	Total
Big Interview	\$2,890.80	1	\$2,890.80
Discount	15%	1	\$433.62
		SUBTOTAL	\$2,457.18
		Total	\$2,457.18 per year

2. To gain access (and prevent unauthorized use), users will register with their Organization email address, enter a special Organization code, or login via single-sign-on. To guide users, the Organization must include some information and log-in instructions on the Organization's Interviewing or career services department page.

If using single-sign-on, the Parties acknowledge and agree that authentication of users and management of user access rights to the Platform shall be performed solely by the Organization via its designated Identity Provider (IdP) using SAML Single Sign-On (SSO) or an equivalent standard. The Organization is responsible for creating, maintaining, and deactivating user accounts within its IdP. This approach follows industry best practices by ensuring that user identity, authentication, are managed in a centralized and secure manner under the Organization's control.

For the Organization's convenience, Skillful will create a Organization branded user login/registration page; however, both parties are prohibited from using, and agree not to use, directly or indirectly, any name, trademark or logo of the other party without first obtaining prior written approval from the other party.

3. Only authorized Skillful employees, service providers, and authorized designees have access to Personal Information. Skillful uses Personal Information to assist us in setting up accounts, improving online operations, and providing customer service; and/or other communications or services. Skillful does not share Personal Information with third party entities.

4. The Organization will provide valid and updated credit card information, a valid purchase order, or alternative document reasonably acceptable. Unless otherwise stated, invoiced charges are due net 30 days from the date the Organization receives the invoice. If any invoiced amount is not received by us by the due date, then without limiting our rights or remedies, those charges may accrue late interest at the rate of 1.0% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower. If any amount owing by you under this or any other agreement for our services is 30 or more days overdue, we may suspend our services to you until such amounts are paid in full.

5. The Organization may purchase additional goods, services, enhancements, modifications, or newly introduced offerings from the Contractor during the term of this Agreement under comparable market-based pricing and terms. Such offerings shall be provided at pricing and terms equal to or better than those offered to similarly situated customers.

6. This Agreement does not auto-renew. As a courtesy, Skillful asks that the Organization cancel or renew no less than 45 days before the Agreement end date.

7. This agreement shall be governed by the laws of the state/province of VA.

The undersigned signatories hereby represent that they are duly authorized to execute this document on behalf of the entity indicated. This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and may not be supplemented or amended except in a writing executed by the parties hereto.

If the foregoing accurately sets forth our agreement, please sign and return the enclosed copies of this letter. Agreed and Accepted:

University of Mary Washington

Skillful Communications

Name: Laurie A. Hankins

Inc Name: Alex Andrei

Role: Technology Contract Officer

Role: Principal

Signature: *Laurie A. Hankins*

Signature: *Alex Andrei*

Date: 10/28/2026

Date: 28/10/2026