



## **HIS Sign, LLC Response**

**To:**

**University of Mary Washington  
Solicitation Number: RFP 20-1112  
Sign Language Interpreting Services**

Response Date: February 24, 2020

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

Account Executive

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

P: 202-734-2256



SEALED REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: January 27, 2020
RFP NUMBER & TITLE: RFP 20-1112 Sign Language Interpreting Services
PROPOSAL DUE DATE & TIME: February 24, 2020 by 2 PM
NOTE: Proposals received after the due date and time cannot be accepted.
PROPOSAL DELIVERY ADDRESS: University of Mary Washington
WORK LOCATION: [X] All Campuses [ ] Fredericksburg [ ] Stafford [ ] Dahlgren
COMMODITY CODE(S): 96146, 96167
PRE-PROPOSAL CONFERENCE: [ ] Optional [ ] Mandatory [X] N/A DATE & TIME:
CONTRACT OFFICER: Lindsay Fare PHONE: 540-654-1057 EMAIL: lfare@umw.edu
PERIOD OF CONTRACT: June 1, 2020 through May 31, 2021 with five (5), one (1) year renewals or as negotiated

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.

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.

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: August 16, 2022
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 - Account Executive
Signature (In Ink): Date: February 19, 2020



**ADDENDUM**  
February 18, 2020

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

Reference – Request for Proposals: RFP 20-1112 Sign Language Interpreting Services  
Date Issued: January 27, 2020  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Proposal Due Date: Monday, February 24, 2020 at 2:00 PM EST

This addendum consists of three (3) pages.

Questions from Offerors:

**1. Must we bid on all, i.e. cued speech, or may we bid on just ASL interpreting services to be considered responsive?**

You may submit a proposal for only the ASL interpreting portion of the RFP, however you may be scored less in the evaluation for not being able to provide all required services outlined in the solicitation.

**2. Would you consider Video Remote Interpreting (VRI) as a primary or adjunct service to provide ASL interpretation?**

VRI would be considered an adjunct service for providing ASL interpretation.

**3. Must Vendors have a Virginia business license prior to bid submission?**

Vendors should register to do business in Virginia prior to bid submission.

**4. Since VRI is an alternative solution, would it be possible to register to do business after the University determines that it would be a viable service to move forward with? This could be done shortly after award and certainly before any work has commenced.**

It is in the best interest of the University for a Virginia business license to be obtained prior to proposal submission.

**5. In an effort to reduce costs and save time, would the University consider an emailed submission response?**

We appreciate your efforts to reduce costs and save time, but we do need to have one printed and one electronic copy (flash drive) of the proposal. The sealed envelope will be time stamped by the Procurement Services Official Time Clock.

**6. How many hours (estimated) were there for the previous school or calendar year?**

For the previous school/calendar year, TypeWell services were used for three (3) classes during the Fall semester. We are unsure about the actual number of hours. About 12-15 hours of ASL services were used for the past two Commencement ceremonies and open houses.

**7. Is the University currently using on-site or remote TypeWell services? I do not see that cited in the RFP. It is something that we do offer, should I incorporate pricing for TypeWell into our RFP response?**

TypeWell services are not currently being used at the University. When they were used during the previous school year, they were on-site only. You may include pricing for TypeWell services in Attachment A if you choose to.

**8. When it comes to Attachment B, we understand the various levels of certifications that are required to perform services for the University. In this section you are asking for a copy of RID/NAD/VQAS and we have**

several hundred that carry these certifications, would a copy of the certifications of a few interpreters we plan on using suffice?

Certifications for the individuals you plan to utilize will suffice.

**9. Can Attachment E be ignored if we do not plan to subcontract with any other agency/firm?**

Attachment E does not pertain to vendors that are already registered SWaM and do not plan to use subcontractors.

**10. Is there an incumbent vendor for these services?**

There are currently two vendors that the University utilizes for sign language interpreting services.

**11. If so, what rates do they provide?**

The rates for each incumbent can be found in Cobblestone, which is our public contract management system. Here are the links...

- a. [Sign Language Professionals](#)
- b. [Elaine Hernandez](#)

**12. What has been the biggest challenge for fulfilling services under this contract, or if this is a new contract, are there any challenges that you anticipate?**

The biggest challenge that we anticipate is that services will be utilized on an as needed basis. If we don't have a student or employee with a need, services may not be needed until there are campus wide events, i.e. Commencement.

**13. What is the expected volume of this contract?**

At this point, it would be a guess as to what the expected volume will be for the contract with services being requested on an as needed basis. As referenced on Page 4 of the RFP, the historical spend for sign language interpreting services is as follows.

Contract Number	Vendor Name	FY17 Spend	FY18 Spend	FY19 Spend
UCPUMW 14-271	Sign Language Professionals, Inc.	\$0.00	\$32,300.00	\$14,045.48
UCPUMW 14-272	Elaine Hernandez	\$47,615.00	\$1,537.00	\$1,296.50

**14. Is there any historical data for Sign Language Interpretation Services?**

Historical data is listed above in Question 13.

**15. Is this RFP open to out of state vendors?**

This RFP is open to out of state vendors. However, you must obtain a Virginia business license prior to proposal submission.

**16. Is this a multiple source award contract?**

The plan is for this to be a multiple source award contract.

**17. Is the Small Business subcontracting requirement mandatory? If so, is there a mandatory minimum percentage or dollar amount that needs to be subcontracted in order to meet the requirement? Can you please provide us with a directory where we are able to locate DSBSD certified business?**

The Small Business Subcontracting Plan needs to have the Bidder Name, Preparer Name and Date filled out. It is not mandatory to use subcontractors. Attachment D, Section A will be left blank if your company is not a certified micro, small, woman-owned, or minority-owned business. Attachment D, Section B will be left blank if you do not intend to use a subcontractor that is certified micro, small, woman-owned, or minority-owned. The Department of Small Business and Supplier Diversity (DSBSD) directory can be found at the link below.

<https://directory.sbsd.virginia.gov/#/>

**18. Due to the fact interpreters will be assigned to this contract upon award, would it be possible for us to provide RID certificates upon award?**

In regards to certified interpreters, please provide certifications for a few individuals that you plan to utilize.

**END OF ADDENDUM NO. 1**

Lindsay Fare  
Contract Officer  
Procurement Services  
University of Mary Washington  
Phone: 540-654-1057

RFP 20-1112 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 - Account Executive

OFFEROR SIGNATURE: \_\_\_\_\_

DATE: February 19, 2020



## 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 in the Virginia, Maryland, West Virginia and District of Columbia areas and Video Remote Interpreting (VRI) services 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
- Video Remote Interpreting (VRI)
- Tactile Interpreting
- Real-time Captioning
- ASL Classes
- Interpreted Video Services
- Sign Translation of Text
- Spoken Language

### Differentiators

- Over 400 experienced and highly qualified interpreters giving us a 98% 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
- Corporate
- Medical Services
- Legal Setting
- Conference/Performance

### Our Team

HIS Sign, LLC is proud to have a large and highly technical workforce. The team averages close to 20 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  
[RequestInterpreter@HISsign.com](mailto:RequestInterpreter@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 2019, we provided over 33,000 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/Typewell and Video Remote Interpreting (VRI) services. We've provided services to colleges and universities as well as school systems in Virginia, Maryland, Washington, D.C., Pennsylvania and West Virginia. The vast majority of the requests we receive, over 80%, are in the education vertical.

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 400 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 400 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 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 small set of example credentials can be found at the conclusion of this section.

Our fill rate is rather high with over 98% 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) using Verified First.
- 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 Scheduling 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 300 requests per month with peak school months having more than 3,500 hours of services.

We currently have 206 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.



HIS Sign, LLC Response to  
University of Mary Washington  
RFP# 20-1112

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 ten year history, our Scheduling Team has a wealth of experience in matching these assignments with the best possible interpreting fit. Every year is unique, but in general HIS Sign provides roughly 10-15 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 13 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 [RequestInterpreter@HISsign.com](mailto:RequestInterpreter@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 202-734-2256.

Sincerely,

Matt Peev  
Account Executive  
44050 Ashburn Shopping Plaza, Suite 195-639  
Ashburn, VA 20147  
202-734-2256  
[Matt@HISsign.com](mailto:Matt@HISsign.com)

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education ■ standards ■ excellence

Erin Hoyle

Certified  
CI and CT

Member No. 31611

Valid thru: 06/30/2020

Registry of Interpreters for the Deaf, Inc.

*M. A. Walker*  
Melvin A. Walker,  
President

**Membership Categories**

**Certified-** Member holding valid certification(s) accepted by RID

**Certified: Inactive-** Member holding a temporarily inactive certification

**Certified: Retired-** Retired member formerly holding certification

**Associate-** Member engaged in interpreting or transcribing but not holding certification accepted by RID

**Student-** Member enrolled in an interpreting program

**Supporting-** Member who supports RID but is not engaged in interpreting or transcribing

This card is valid only if all dues and fees are paid.

Card bearer subscribes to the Code of Professional Conduct.

This card remains the property of RID Inc. and must be surrendered upon request.

Registry of Interpreters for the Deaf, Inc.  
333 Commerce Street  
Alexandria, VA 22314  
703.838.0030 V, 703.838.0459 TTY  
703.838.0454 Fax, [www.rid.org](http://www.rid.org)



education ■ standards ■ excellence

Heather A. Matteson

Certified  
NIC  
RID

Member No. 54193

Valid thru: 06/30/2020

Jonathan Webb,  
President

Registry of Interpreters for the Deaf, Inc.

**Membership Categories**

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**Certified: Inactive-** Member holding a temporarily inactive certification

**Certified: Retired-** Retired member formerly holding certification

**Associate-** Member engaged in interpreting or transcribing but not holding certification accepted by RID

**Student-** Member enrolled in an interpreting program

**Supporting-** Member who supports RID but is not engaged in interpreting or transcribing

This card is valid only if all dues and fees are paid.

Card bearer subscribes to the Code of Professional Conduct.

This card remains the property of RID Inc. and must be surrendered upon request.

Registry of Interpreters for the Deaf, Inc.  
333 Commerce Street  
Alexandria, VA 22314  
703.838.0030 V, 703.838.0459 TTY  
703.838.0454 Fax, [www.rid.org](http://www.rid.org)



VIRGINIA DEPARTMENT FOR THE DEAF AND HARD OF HEARING

VIRGINIA QUALITY ASSURANCE SCREENING (VQAS)

AMY YOUNGE  
is hereby awarded  
VQAS LEVEL(S)  
III/T - III/I

Valid through DECEMBER 12, 2020

*Ronald L. Lewis*

VDDHH DIRECTOR

**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	\$ 82.00
In-Person Cued Speech Translation	\$ 82.00
Fees for Cancellations (given less than 24hrs/not on course syllabus)	\$ We bill in full for cancellations where we are given less than 24 hours/1 business day.
Other Fees* Standard two hour minimum per assignment 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.	\$ Varies
<p style="text-align: right;"><b>Average Hourly Rate</b></p> <p>All prices submitted above are per interpreter</p>	\$ 82.00

*\*disclose all other potential additional costs*

1. All rates are price locked for two years beginning on June 1, 2020 and ending on May 31, 2022.
2. Contractor will offer the same rate/hour interpreting services to all UMW campuses (Fredericksburg, Stafford and Dahlgren).
3. All services are billed at a two hour minimum.
  - A. Contractor will bill at 15-minute intervals after two hours for scheduled assignments.
  - B. Assignments that are 90 minutes or longer will require a team of two. In the rare instances, contractor is unable to provide a team, they will bill 1.5 for it being done solo.
4. Purchasing agency will pay a maximum of three hours of unscheduled interpreting in between scheduled interpreting assignments.
5. Purchasing agency will pay a maximum of one-week full pay for scheduled interpreting, if a student changes their schedule at any point during the semester, including during the add/drop period.

**ATTACHMENT B – 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"/> 10 years or more experience	HIS Sign, LLC was incorporated in December of 2009.
Are you/your interpreters familiar with the American 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 hear 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 accomodate both the class <del>schedule and activities beyond.</del>
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"/>	Over 80% of the services we provide is in an education setting and we <del>expect assignments outside of the</del>

regular schedule.

\* All interpreter resumes and certifications can be provided upon request

**ATTACHMENT C – REFERENCES**

Provide at LEAST 3 references of current or recent past clients, preferably from higher education. References will be used as supporting information only and will not be a part of the evaluation scoring.

Reference #1	
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.

Reference #2	
Agency Name	Northern Virginia Community College
Contact Name	Cynthia Ragen
Email	Interpreters@nvcc.edu
Phone #	703-323-3187
# Years w/ Agency	8 years
Solution Provided	Provided interpreting services for students on an as needed basis. Some years there is little to no need, others over 1,000 hours.

Reference #3	
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	7 years
Solution Provided	Provided services on an ongoing basis since 2012. Some years hours of interpreting services have exceeded 1500 for the school year.

**ATTACHMENT D - 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 at <http://sbsd.virginia.gov>.

**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 **Date:** February 19, 2020

**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 D (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: August 16, 2022

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**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>					

## ATTACHMENT F

### RFP 20-1112 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 17, 2020. All Questions must be directed toward the Procurement Officer for this solicitation. Lindsay Fare, [lfare@umw.edu](mailto:lfare@umw.edu), and 540-654-1057.
- Proposal Due Date: February 24, 2020 by 2:00 PM – Proposals submitted after 2:00 PM as indicated by the official Procurement clock will NOT be accepted.
- All proposals must be submitted in a SEALED envelope identifying the firm's name and the solicitation number at a minimum. If sending the proposal by mail, the address to send the proposal to is located on the RFP Cover Page.
- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

#### REQUIRED DOCUMENT SUBMISSION

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Acknowledgement:

**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:

- Completed and signed RFP cover page
- Any/All signed addenda
- One (1) Printed and One (1) Electronic Copy (flash drive) of Proposal (Original); One (1) Printed and One (1) Electronic Copy (flash drive) of Proposal (Redacted)
- Description of the Offering firm's history and expertise
- Completed Attachment A – Pricing Sheet
- Completed Attachment B – Response Summary
- Completed Attachment C – References
- Completed Attachment D – Small Business Subcontracting Plan
- Any exceptions taken to University's Terms and Conditions.
- Current Certificate of Liability Insurance

