

## Contacting and Scheduling an ASL Interpreter

All ASL interpretation vendors listed below received contracts based on a competitive process. Therefore, each department or agency is free to choose the vendor with which it would like to work by using the information below. You can use the vendor's "Online Request Form" (if available) to document the service you are requesting. **If no "online request form" is available be sure to agree upon an estimated total price for the appointment (including travel, if applicable) in advance.**

Once you have agreed upon an estimated total price with the vendor and scheduled the interpreter appointment, follow these instructions ([AdvantageME Delivery Order Instructions](#)) to create a Delivery Order against the Master Agreement (MA) number shown below the vendor's name. When you receive the invoice after the service has been provided, **payment must be made within 30 days from when you receive the invoice.** You may need to contact your Service Center to accomplish this part of the process, which will vary by department.

In the event that you need to **cancel an appointment**, follow this link [http://www.maine.gov/purchases/files/ASL\\_RIDER\\_A.doc](http://www.maine.gov/purchases/files/ASL_RIDER_A.doc)

*(Vendors listed alphabetically)*

**Vendor Name:** Certified Interpreting  
**Master Agreement #:** 18P-1409250000000000062  
**Point(s) of Contact:** Mr. Victor Vigna, or  
Ms. Ruth Vigna  
**Telephone(s):** 207-798-7995 (voice/TTY)  
**Email:** [services@certifiedinterpreting.com](mailto:services@certifiedinterpreting.com)  
**Website:** [www.cimaine.com](http://www.cimaine.com)  
**Online Request Form:** <http://www.certifiedinterpreting.com/servicerequest.aspx>  
**Address:** PO Box 6500, Brunswick, ME 04011

**Vendor Name:** KEWL ASL  
**Master Agreement #:** 18P-16012600000000000109  
**Point(s) of Contact:** Ms. Danielle Marie Perfetto  
**Telephone(s):** 207-240-1390 (cell/text)  
**Email:** [kewlasl@gmail.com](mailto:kewlasl@gmail.com)  
**Website:** NA  
**Online Request Form:** NA  
**Address:** 2411 Atlantic HWY, Warren, ME 04864

**Vendor Name:** Mary Jane Grant Sign Language Interpreting Services, LLC  
**Master Agreement #:** 18P-14120800000000000123  
**Point(s) of Contact:** Ms. Mary Jane Grant  
**Telephone(s):** 207-651-3146 (voice)  
207-213-1325 (video phone)  
**Email:** [mjgrantinterpreting@gmail.com](mailto:mjgrantinterpreting@gmail.com)  
**Website:** <http://maryjanegrant.com>  
**Online Request Form:** <http://maryjanegrant.com/contact.html>  
**Address:** PO Box 843, Sanford, ME 04073

**Vendor Name:** Pine Tree Society  
**Master Agreement #:** 18P-14092500000000000066  
**Point(s) of Contact:** Mr. Douglas Newton  
**Telephone(s):** 207-386-5971 (voice/TTY)  
207-885-0076 (fax)  
**Email:** [interpreting@pinetreesociety.org](mailto:interpreting@pinetreesociety.org)  
[dnewton@pinetreesociety.org](mailto:dnewton@pinetreesociety.org)  
**Website:** [www.pinetreesociety.org](http://www.pinetreesociety.org)  
**Online Request Form:** [http://www.pinetreesociety.org/interpreting\\_request.asp](http://www.pinetreesociety.org/interpreting_request.asp)  
**Address:** 51 US Route 1, Suite G, Scarborough, ME 04074