



**August 8, 2018**

**ADDENDUM NO. ONE**

**TO ALL OFFERORS:**

**REFERENCE:** Request for Proposal No: **RFP# FDC-1017**  
Dated: **July 19, 2018**  
Commodity: **Braille Transcription Services**  
RFP Closing On: **August 15, 2018 at 2:00 p.m. (Eastern)**

Please note the following responses to vendor questions:

Question: Will vendors receive electronic (text-extractable) source files for jobs resulting from a contract?

Response: Yes.

Question: Section VII, Paragraph U provides that, with regards to the eVA Procurement System, a 1% transaction fee is payable and this fee is “determined by the date the original purchase order is issued.” Will there be a purchase order per assignment accepted by a bidder, or one purchase order issued on date of contract award? If the latter, and given that multiple bid winners may be chosen, what happens if no work is actually assigned to a bidder; i.e. is the fee still payable?

Response: Purchases will be made per assignment, via a purchase order. EVA fees will only be assessed on purchase orders received.

Question: Are vendors required to bid on all braille types listed?

Response: Vendors are not required to be able to produce every type of braille. The question is asking what types of braille code vendors have worked with and what the depth of experience is. The intent of the question is to determine what range of services are available. Vendors are not necessarily expected to be able to produce every type.

Question: What is the anticipated volume for each braille type listed?

Response: It will vary based on the number of students at JMU (and any other Virginia school that uses the contract) who utilize braille and the types of classes they are taking.

Question: Pre-UEB (i.e. EBAE) are listed as a requirement. Will there be UEB materials required as well? If UEB is required as well, will the math and chemistry materials be required in Nemeth within UEB context or UEB Technical?

Response: These are not requirements. JMU is trying to access vendors’ capabilities. Vendors should specify what types of braille they are able to produce but are not required to drill into this level of detail.



Question: Regarding the foreign languages requirement, if a vendor can transcribe only Romanized characters for foreign languages, is that acceptable?

Response: Vendors should list this in the response to the RFP. It's not a matter of acceptable or not, JMU wants to access capabilities.

Question: Regarding V. Proposal Preparation and Submission on page 3 of RFP #FDC-1017:

B. states that one (1) electronic copy in WORD format or searchable PDF of our entire proposal is required. If we submit the electronic copy as a Word document, is it acceptable to note, "Please see original" or "Please see original for ink signature" in places where signatures are required?

Response: As long as the original version of the proposal has ink signatures that is acceptable.

Question: Can companies from Outside USA can apply for this?

Response: JMU will evaluate all proposals received.

Question: Will companies need to be physically available for meetings?

Response: No

Question: Can vendors perform the tasks (related to RFP) outside USA?

Response: Vendors will need to describe in their response how they will deliver the product.

Question: Can vendors submit proposals responses via email?

Response: No. JMU cannot receive electronic proposal submissions.

Question: Is JMU looking for a contractor that is a full service provider? Meaning some one that will send hard copies of all materials or just electronic files?

Response: JMU is looking for vendors who can just supply electronic files.

Signify receipt of this addendum by initialing "*Addendum #1*" on the signature page of your proposal.

Sincerely,

Doug Chester, VCO, CUPO  
Buyer Senior