



## CONTRACT MODIFICATION

**Date:** April 09, 2019  
**Contract #:** UCPJMU5370  
**Service:** Braille Transcription Services  
**Modification #:** One  
**Issued By:** James Madison University  
Doug Chester, Buyer Senior  
**Contractor:** Allied Instructional Services, LLC  
Attn: Karen Walker  
PO Box 2214  
Ashland, VA 23005  
**Contract Administrator:** Christina Wulf, Student Affairs

### **Description of Modification Notice:**

The attached pricing schedule hereby replaces original pricing in contract #UPCJMU5370.

Except as provided herein, all terms and conditions of Contract Number UCPJMU5370 as herefore changed, remain unchanged and in full force and effect.

### **Allied Instructional Services, LLC**

**By:** \_\_\_\_\_

Karen Walker

*Name (print)*

CEO *Karen B. Walker* *4-10-19*  
*Title* *Date Signed*

### **James Madison University**

**By:** \_\_\_\_\_

Doug Chester, VCO

*Name (print)*

Buyer Senior

*Title*

*4/9/19*  
*Date Signed*



**Contract #:** UCPJMU5370

**Contractor:** Allied Instructional Services, LLC

**Renewal Period:** 11/29/18-11/28/19

**Commodity:** Braille Transcription Services

**Pricing Schedule**

**Braille:**

Literary (EBAE and UEB) transcription and proofreading: Min: \$4.25/braille page  
Max: \$5.50/braille page

**Tactile graphics:**

Electronic: Min: \$7.00/braille page  
Max: \$16.00/braille page

Collage: \$17.00/braille page

**Other types of braille code:**

Foreign Language transcription and proofreading: Min: \$6.50/braille page  
Max: \$7.75/braille page

Technical material (Math, Science, IPA) transcription and proofreading: Min: \$6.25/braille page  
Max: \$7.50/braille page

Music: Min: \$10.00/braille page  
Max: \$17.00/braille page

**Textbook(s):**

Pricing for textbook transcription will be handled on a case-by-case basis. The contractor will need to verify the complexity of material, complexity of graphics, and quality of the source file prior to providing pricing. JMU will review and approve associated pricing prior to textbook transcription services being performed.

**Rush production fee:**

2 x standard cost\*

\*The fee for a rush production job shall not exceed two times the cost of the job's production cost. The contractor and purchasing agency will mutually agree upon the rush production fee per job so that current work load, complexity of the job, and any other determining factors can be evaluated to come up with the lowest and most accurate rush production fee.

**Standard production times:**

The following are estimates for production times based on the type of request.

- A one-page STEM worksheet or tactile graphic would take 1-3 days to complete.
- A STEM project that is 25-30 print pages would take about one (1) week to complete.
- A non-STEM project that is 25-30 print pages would take about four (40) days to complete.

- Contractor shall enroll to receive electronic payment for James Madison University prior to invoicing the University for services provided under this contract.
- Contractor shall bill per job for all services rendered.
- Contractor has disclosed all potential fees. Additional charges will not be accepted.