



CONTRACT RENEWAL LETTER

Date: November 05, 2019
Contract #: UCPJMU5374
Service: Braille Transcription Services
Renewal Period: November 29, 2019 to November 28, 2020
Renewal #: 1 of 4 One-Year
Issued By: James Madison University
Doug Chester, Buyer Senior
Contractor: T-Base Communications USA, Inc
806 Commerce Park
Ogdensburg, NY 13669
Contract Administrator: Christina Wulf, Student Affairs

Description of Renewal Notice:

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same and is attached to this renewal.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

T-Base Communications USA, Inc

By:

Bruce Moszcelt

Name (print)

President

Title

11/07/2019
Date Signed

James Madison University

By:

Doug Chester, VCO

Name (print)

Buyer Senior

Title

11/5/19
Date Signed

Contract #: UCPJMU5374
Contractor: T-Base Communications USA, Inc
Renewal Period: 11/29/19-11/28/20
Commodity: Braille Transcription Services

PRICING SCHEDULE

Transcription Fees (per page)	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
EBAE Braille Literary	\$5.00	\$6.25	\$7.50
Nemeth Braille	\$7.50	\$7.50	\$7.50
UEB Technical	\$7.50	\$7.50	\$7.50
UEB Literary	\$6.25	\$7.00	\$7.50
UEB with Nemeth	\$7.50	\$7.50	\$7.50
Foreign Language Braille (EBAE or UEB)	\$7.50	\$8.50	\$9.50
Tactile Graphics (Swell Touch) Creation	\$12.50	\$12.50	\$12.50

Above pricing assumes receipt of extractable electronic files, add \$3.00 per output page if not

Level 1 - The document is written in plain language, has no visual elements, such as charts, tables or illustrations and uses simple numbering systems, if any.

Level 2 - The document requires modification involving: re-creation of essential visual images as text, incorporation of footnotes and sidebars into narrative text and re-configuration of nested numbering systems.

Level 3 - The document requires further modification involving: incorporation of page cross-references in the text, incorporation of basic charts, graphs and tables as narrative.

Production Fees

Braille Paper	\$0.30	per page
Thermoform (Swell Touch) Pages - Copies	\$4.00	per page
Large Print Paper	\$0.25	per page
Cover Page	\$0.40	per page
Cerlox for braille; After 15 sheets	\$4.00	per volume
Spiral for Large Print; After 20 sheets	\$4.50	per volume
CD including labels	\$6.00	per CD

Notes:

- All page pricing is based on output page
- Shipping is charged as a pass-through cost
- All pricing is in USD

Additional services available:

Service	Detail	Cost
Web Accessibility Audit	High-level audit (~7 days)	\$8,400.00
	Detailed audit (~15 days)	\$18,000.00

Note: The cost can be tailored depending on the size, complexity and number of landing pages in the organization's website portfolio.

Document Remediation (PDF/UA)	Simple, formatted 10-page document (3-5 business days). Larger and more complex documents will be quoted based on an hourly rate of \$75.00 per hour.	\$150.00* per document
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*Based on the complexity and length of the document. Charts, images and graphs requiring additional tagging increase the complexity of the document.

Web Accessibility Training	Full-day training	\$4,500.00
Accessible PDF& Office	Half-day training	\$3,500.00
Document Training	Full-day training	\$4,500.00*

*Full-day course recommended. It is also recommend providing T-Base with sample organization documents for customization and use as examples during training.

Accessibility Awareness Training	Half-day training	\$3,500.00
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Notes:

Travel & living expenses not included

Customization for training is available at an additional cost of \$1,200/day

Training is provided onsite and for groups of 10-12 people

1. Should travel be required during the term of this contract, all travel expenses shall be in accordance with the U.S. General Services Administration (GSA) allowance for lodging, meals, and incidentals.

<http://www.gsa.gov/portal/content/104877>

<http://www.gsa.gov/portal/content/101518>

2. Contractor has disclosed all potential fees. Additional charges will not be accepted.