



CONTRACT RENEWAL LETTER

Date: August 12, 2020
Contract #: UCPJMU5370
Service: Braille Transcription Services
Renewal Period: 11/29/2020 to 11/28/2021
Renewal #: 2 of 4 One-Year
Issued By: James Madison University
 Doug Chester, Buyer Senior Ph: 540-568-4272
 Fx: 540-568-7935

Contractor: Allied Instructional Services, LLC
 Attn: Karen Walker
 PO Box 2214
 Ashland, VA 23005 Ph: 804-368-8475

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.

Return one executed renewal notice to my attention within ten days.

Allied Instructional Services, LLC

By: 

 Karen Walker

Name (print)

CEO August 12, 2020

Title Date Signed

James Madison University

By: 

 Doug Chester, VCO

Name (print)

Buyer Senior 08/12/2020

Title Date Signed

Contract #: UCPJMU5370
Contractor: Allied Instructional Services, LLC
Renewal Period: 11/29/2020 – 11/28/2021
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.