



**CONTRACT RENEWAL LETTER**

**Date:** August 12, 2020  
**Contract #:** UCPJMU5374  
**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:** T-Base Communications USA, Inc  
Attn: Bruce Moszcelt  
806 Commerce Park  
Ogdensburg, NY 13669 Ph: 800-563-0668 ext 1267

**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.

**T-Base Communications USA, Inc**

**By:** *Bruce Moszcelt*  
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Bruce Moszcelt

*Name (print)*

President Sept 11, 2020  
\_\_\_\_\_  
Title Date Signed

**James Madison University**

**By:**   
\_\_\_\_\_  
Doug Chester, VCO

*Name (print)*

Buyer Senior 08/12/2020  
\_\_\_\_\_  
Title Date Signed

**Contract #:** UCPJMU5374  
**Contractor:** T-Base Communications USA, Inc  
**Renewal Period:** 11/29/20 – 11/28/21  
**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
Thermofom (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:**

<b>Service</b>	<b>Detail</b>	<b>Cost</b>
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.