



## CONTRACT RENEWAL LETTER

**Date:** September 02, 2021  
**Contract #:** UCPJMU5370  
**Service:** Braille Transcription Services  
**Renewal Period:** 11/29/2021 to 11/28/2022  
**Renewal #:** 3 of 4 One-Year  
**Issued By:** James Madison University  
Jeremy Good, Buyer Specialist Ph: 540-568-3131  
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  
Karen Walker

*Name (print)*

CEO 9-2-2021  
Title *Date Signed*

### **James Madison University**

**By:** Jeremy Good  
Jeremy Good,

*Name (print)*

Buyer Specialist 9/2/21  
Title *Date Signed*

**Contract #:** UCPJMU5370

**Contractor:** Allied Instructional Services, LLC

**Renewal Period:** 11/29/2021 – 11/28/2022

**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.