



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

James Madison University
By: Jeremy Good,

Name (print) Karen Walker
CEO 9-2-2021
Title Date Signed

Name (print) Jeremy Good,
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.