

# Approved Vendor List (PBN) 2024 Price List Form & Terms Agreement

Per Utah Administrative Rule R33-5-202 a procurement unit may award a contract to a vendor on an approved vendor list at an established price based on a price list, rate schedule, or pricing catalog.

Braille Type and Level	Pricing Per Braille Page (Valid for 12 months unless changed by Vendor/PBN)
UEB Literary 1	\$
UEB Literary 2	\$
UEB Literary 3	\$
UEB Math 1	\$
UEB Math 2	\$
UEB Math 3	\$
UEB/Nemeth Level 1	\$
UEB/Nemeth Level 2	\$
UEB/Nemeth Level 3	\$
Music Level 1	\$
Music Level 2	\$
Music Level 3	\$
Music Level 4	\$
Foreign Language Level 1	\$
Foreign Language Level 2	\$

*I certify that I am current in the formats that I have included pricing on above. I acknowledge that acceptance of work consequent to a purchase order, should one be granted, binds me to USIMAC policy for invoicing payment and potential penalties for late, erroneous, or incomplete work (**Attachment B**). I further acknowledge that delivery of services under a purchase order issued by a state agency binds me, as a contractor, to the State of Utah Purchase Order Terms and Conditions for Services (**Attachment A**).*

Vendor (First, Last Name– Please Print)	Signature	Date
USIMAC Authorized Representative (First, Last Name– Please Print)	Signature	Date

## **Braille levels are defined as follows:**

### **UEB, UEB Math, UEB/Nemeth:**

- Level 1 = Gr K-3
- Level 2 = Gr 4-8
- Level 3 = Gr 9-12

### **Foreign Language:**

- Level 1 = Majority of text is in one language
- Level 2 = Text switches between 2 or more languages frequently

### **Music:**

- Level 1 = Almost all elementary and high school music, high school level theory, some college
- Level 2 = Advanced college level, vocal music with words using a non-Romanized Alphabet
- Level 3 = Very advanced, music using non-musical notation
- Level 4 = Extremely advanced music

## ***Attachment B***

# **POLICY: Submission of Invoices and Penalties for Violations of Timeliness, Accuracy, and Formatting Standards**

### **Invoice Payment:**

You may submit an invoice for completing braille pages as often as every 2 weeks.

### **Penalties:**

To adhere to the timeliness and accuracy standards expected of us by our customers and stakeholders, USIMAC will enforce penalties for tardy or inordinately flawed work. These penalties will be disseminated based on the number of violations accrued on a given contract or in a specific time period as outlined below.

### **Violation:**

1. Missing a submission deadline by 24 hours
2. Not responding within 24 hours of receipt of Purchase Order
3. Submitting the wrong format, not adhering to Agency Guidelines and/or Contract Requirements
4. Not following through with corrections within five business days after proofreading notes are received
5. Submitting a volume with more than 45 errors for levels 1 and 2, and 75 errors for level 3 and above including Foreign Language level 2
6. Any submitted material that needs to be proofread more than 3 times.
7. Not correcting all errors listed on "Error Sheet" without explanation or dispute more than 3 times per contract.

### **Penalties for violations:**

1. 1<sup>st</sup> Violation: Warning
2. 2<sup>nd</sup> Violation will result in a **10% deduction** in final payment
3. 3<sup>rd</sup> Violation will result in a **contract cancellation for any current projects** and subsequent probation period of three months. You will have twenty-four hours to submit the work you have completed. You will be paid for that piece only, (minus the 10% deduction from your second violation) and you will begin your probation period.

If you refuse a project, or fail to respond to a project request for two projects in a row, you will be skipped on the next project. If you refuse three consecutive projects, you will be put on probation for 3 months.

*Note: If you refuse two projects and then accept the next, the violation will be reset.*

If you are put on probation twice within a calendar year, USIMAC will **remove you from our PBN Approved Vendor list**. You may re-apply two years after removal.

Penalties will be assessed on a case-by-case review basis in accordance with this document and with the **State of Utah Purchase Order Terms and Conditions for Services** pursuant to this purchase order.