



Utah Schools for The Deaf and the Blind

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January 23, 2018

Dear Preferred Braille Network Members,

Thank you for being a part of our growing team and working hard to provide quality materials to the students of Utah. We truly value you as members of our Preferred Braille Network (PBN) and look forward to working with you again this year. As we enter yet another busy year of Braille transcription, we are excited to obtain current year bids from each member of our network. **Even if your price per page has not changed, we are still required by the State to obtain a new signed/dated form each year with your current pricing. Please complete and sign the attached bid form and email/mail it back to us by Wed. January 31, 2018.** We will be unable to offer you new projects for **2018** if this form is not signed and returned.

For those new to our network, the State of Utah officially Implemented UEB, on January 2016. We will continue with the **option** to process invoices on a bi-weekly basis. Please keep in mind that payment on these invoices will remain the same as listed on # 19 in the State of Utah PO Terms and Conditions 1/31/2017. Our Goal is to process payments as quickly as possible however, in some cases it may take longer.

19. PAYMENT: Payments are to be made within thirty (30) days after a correct invoice is received. All payments to Contractor will be remitted by mail, electronic funds transfer, or the State of Utah's Purchasing Card (major credit card). If payment has not been made after sixty (60) days from the date a correct invoice is received by the State Entity, then interest may be added by Contractor as prescribed in the Utah Prompt Payment Act. (Please see original document for a full list of details)

As a reminder, you no longer have to wait for your project to be proofread in order to receive payment. Once you submit your file, we will provide you a final fact sheet including approved page count. At this point, you can submit your invoice for payment. As always, we will award projects to the lowest available bidder for the specified Braille Format/Level first and then continue to award projects to higher bidders if the lowest bidder is occupied with another project.

We appreciate your hard work and dedication to the students we serve. The work you do for them is greatly appreciated by all. We look forward to another successful year as our program continues to grow.

Sincerely,

Hollie Murdock
Director of the USIMAC Program

Enclosed: (1) 2018 Bidding Form;