

Preferred Braille Network 2018 Bidding Form & Terms Agreement

Per Utah Procurement Code 63G-6a-403 and 63-6a-404, the State of Utah requires all state agencies to make vendor rates public document.

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

Graphics Level 1	
Graphics Level 2	
Graphics Level 3	
Graphics Level 4	
Graphics Level 5	

*I certify that I am current in the formats that I have bid on above. I acknowledge that acceptance of work consequent to a GAE/purchase order, should one be granted, binds me to USIMAC policy for invoicing payment and potential penalties for late, erroneous, or incomplete work. **(Attachment A)** 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 B)***

_____ (Name – Please Print) _____ Signature _____ Date

_____ USIMAC Authorized Representative _____ Date

Braille levels are defined as follows:

- Level 1 Literary and Nemeth Grade K-4
- Level 2 Literary and Nemeth Grade 5-8
- Level 3 Literary and Nemeth Grade 9-12

Music Level 1 is almost all elementary and high school music, high school level theory, and some college music.

Music Level 2 is advanced college level music, vocal music with words using a non-Romanized alphabet (Russian Cyrillic)

Music Level 3 is very advanced music, music using non-musical notation

Music Level 4 is extremely advanced music

Foreign Language Level 1 is the majority of text is in one language

Foreign Language Level 2 is the text switches between two or more languages frequently

Graphics are difficulty and time based. Level 1 is easy and Level 5 is difficult.

Attachment A

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

Invoice Payment:

You may submit and invoice for completing braille pages every 2 weeks. In order to expedite the invoicing processes, work should be submitted to your editor on Wednesdays. With a Wednesday submission, you can expect your final fact sheet to arrive on Thursday for your invoice preparation.

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 GAE/PO
3. Submitting the wrong format, not adhering to Agency Guidelines and/or Contract Requirements
4. Not following through with corrections within 5 business days after proofreading notes are received.
5. Submitting a volume with more than 45 errors.

Penalties for violations

1. 1st Violation: Warning
2. 2nd Violation per contract will result in a **10% deduction** in final payment.
3. 3rd Violation per contract will result in a **contract cancelation** 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 bid request for 2 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 list Permanently.**

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.