

January 21, 2022



Utah State Instructional
Materials Access Center

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Dear Preferred Braille Network Member,

Thank you for being a part of our 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 this year. As we enter yet another busy year of Braille transcription, we are excited to obtain the current year's price list from each of our PBN approved vendors. **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 price list form and email/mail it back to us by Friday, February 18, 2022.** We will be unable to offer you new projects for 2022 if this form is not signed and returned.

Starting in 2021 USIMAC implemented an internal tiered math test similar to our literary test. This new process will be reviewed in detail at our annual PBN webinar on Thursday, February 10th at 1:00 p.m. MST. Those of you who have a UEB certificate and a Nemeth Certificate may continue to bid on UEB/Nemeth categories, or as experienced if no certificates. In order to bid in any UEB Math category you will need to successfully complete our internal math process.

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 # 24 in the State of Utah PO Terms and Conditions. Our goal is to process payments as quickly as possible, however, in some cases, it may take longer.

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. The acceptance of the procurement item(s) and/ or services shall not be deemed an acceptance of the procurement item(s) and is without prejudice to any and all claims that the State Entity or the State of Utah may have against a Contractor. The State of Utah and the State Entity will not allow the Contractor to charge end users electronic payment fees of any kind.

As a reminder, you do not 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 the approved page count. At this point, you can submit your invoice for payment. As always, we will award projects to the vendor with the lowest cost available for the specified Braille Format/Level first and then continue to award projects to the next lowest cost if the lowest cost vendor is occupied with another project.

As part of our process, you are required to attend our mandatory PBN webinar on Thursday, February 10 at 1:00 p.m. MST. If you are unable to attend, please contact Cassidy at 801-629-4795 for alternative arrangements.

We appreciate your hard work and dedication to the students we serve. The work you do for them is greatly appreciated by all.

Sincerely,

Armando Venegas
Director of the USIMAC Program

Enclosed: (1) 2022 Price List Form