

Utah State Instructional  
Materials Access Center  
U.S.I.M.A.C

2018 Preferred Braille  
Network Webinar (P.B.N.)

By Hollie Murdock, USIMAC Programs Director  
& Mandy Kay, USIMAC Braille Production Supervisor

# USIMAC - Overview

- ▶ NIMAS...NIMAC...USIMAC
- ▶ Founded January 2009
- ▶ Our Vision: To provide accessible educational materials to ALL print disabled students within a timely manner.
  - ▶ Timely Manner = The same time as non-print disabled peers

# USIMAC – How to become a PBN

- ▶ Complete the Library of Congress (LOC) braille certification course
  - ▶ <https://nfb.org/braille-transcribing>
- ▶ Send an email to [pbn@usimac.org](mailto:pbn@usimac.org) expressing interest
- ▶ Complete the USIMAC PBN test and return to [pbn@usimac.org](mailto:pbn@usimac.org)
  - ▶ You must receive a score of 90% or higher.
- ▶ Email your completion certificate to [pbn@usimac.org](mailto:pbn@usimac.org)

# USIMAC – How to become a PBN

- ▶ DO NOT SEND PERSONAL DOCUMENTS UNTIL WE REQUEST THEM (ie: Drivers License, Social Security Card, etc)
  - ▶ Current Resume
  - ▶ Copy of LOC, Nemeth, UEB and any other related certifications
  - ▶ UEB Internal Test (if you aren't certified but want to be listed under our certified category)
  - ▶ Signed PBN Bidding Form
  - ▶ Tax ID or SS#:
  - ▶ Copy of your Driver's License front & back
  - ▶ Copy of your SS Card front & back
  - ▶ EFT form/Direct Deposit & Canceled Check or Bank Statement
- ▶ A State of Utah vendor ID will be issued upon completion of the above steps.

# USIMAC – Submitting bids

- ▶ Notifications will be sent out annually
- ▶ Watch for an email and mail notification every January

## 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	

# USIMAC – Awarding/Accepting Work

## ► Example email:

“The following project is available for transcription from USIMAC”

Please accept or decline this offer within 24 hours to [pbn@usimac.org](mailto:pbn@usimac.org)

Project Details:

**\*\*SPECIAL REQUIREMENT: Submittal of Complete Volumes, partial pages, chapters, units, or sections, every 14 days after receipt of purchase order, with the entire project completed within 63 days after receipt of GAE/purchase order. (Unit 3-5 & Back Matter ONLY)**

UEB Literary Level 2

383 Estimated Print Pages, 1,915 Estimated Braille Pages (High Estimate)

SO 10542, ISBN: 9780133338720, My Perspectives English Language Arts, c2017 (Unit 3-5 & Back Matter ONLY)

# USIMAC – Awarding/Accepting Work

## ▶ Example email:

“State Purchasing has been notified of your acceptance of the project below. The next step in our process would be an e-mail notification from us which typically happens 5-7 business days from the date you accept

Note: During the Holidays in Nov. Dec. & Jan. this date is extended to 7-10 business days.

Any work completed prior to receiving the APPROVED purchase order will not be compensated for in the event that the project is canceled, or not approved. If you don't receive an e-mail within the time frame noted above, please e-mail us to follow up.”

# USIMAC – Awarding/Accepting Work

## ► Example email:

The State of Utah has approved your bid for:

SO 10542, ISBN: 9780133338720, My Perspectives English Language Arts, c2017 (Unit 3-5 & Back Matter ONLY)

Purchase Order **GAE 068 (attached)**

Date Approved: December 26, 2017

**The project is DUE on or before Wednesday, March 7, 2018. Partial work due every 14 days**

You have been assigned to work with [your editors name], [your editors email] as your editor. For all questions or communication with your editor, please email [pbn@usimac.org](mailto:pbn@usimac.org) and CC the editor.

Please reply to this email and CC your editor within 24 hours to confirm receipt of your PO/GAE and acknowledgment of your deadline.

**\*\*ALL COMMUNICATION MUST BE SENT VIA EMAIL TO [PBN@USIMAC.ORG](mailto:PBN@USIMAC.ORG) AND CC THE EDITOR ASSIGNED TO THIS PROJECT.**

Also attached are the Agency Guidelines for USIMAC Braille Projects, State of Utah Terms and Conditions, Approved GAE/PO



# USIMAC – Projects

- ▶ Once you receive the above documents you will be assigned an Editor.
- ▶ All correspondence with your Editor must be via email to [pbn@usimac.org](mailto:pbn@usimac.org) and cc'd to your Editor.
  - ▶ Upon receipt of your GAE/purchase order, confirm with your Editor within 24 hours (this is a requirement)

# USIMAC – Projects

- ▶ Your Editor can answer questions regarding the transcription part of the project.
- ▶ Any payment or contract questions including deadlines, please email [pbn@usimac.org](mailto:pbn@usimac.org)

# USIMAC – Agency Guidelines

- ▶ Please read through the agency guidelines carefully!
- ▶ No extra spaces for graphics
- ▶ Use USIMAC formatted Title page
- ▶ These documents are on our website under the “Preferred Braille Network” tab

# USIMAC – Title Page/Proofreading

- ▶ Please include a completed print title page with each volume.
- ▶ Proofreader's name must be included on the title page.
- ▶ Please transcribe the printing history information on the versa page.

Title of Book ¶This is on line 1.¶  
[Subtitle]  
[Series Title]  
[Edition Name or Number]

[By] Author Name, Author Name et. al.

Published by [publisher]  
City, ST  
Copyright © 2014 by [Copyright holder]  
[www.website.com]

Further reproduction or distribution in other than a  
specialized format is prohibited.

Transcription of:  
ISBN-13: 978-0-00-000000-9  
Printing History: 0 0 0 000 ABC 00 01 02

Transcribed, 2017, by [Transcriber Name]  
Proofread by [Proofreader name]  
Utah State Instructional Materials Access Center  
Ogden, UT

In \_ volumes, \_ preliminary volumes, and \_ Appendixes  
Volume 1

Braille pages t0-t0, p0-p0, and 1-0  
Print Pages x-cix and 1-d0 ¶This is on line 25.¶ t1



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Place graphic here

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○ ⠠⠠⠠⠠⠠⠠

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○ [redacted]

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○ [redacted]

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○ t e x t

○ t e x t

○ t e x t

○ t e x t

○ [redacted]

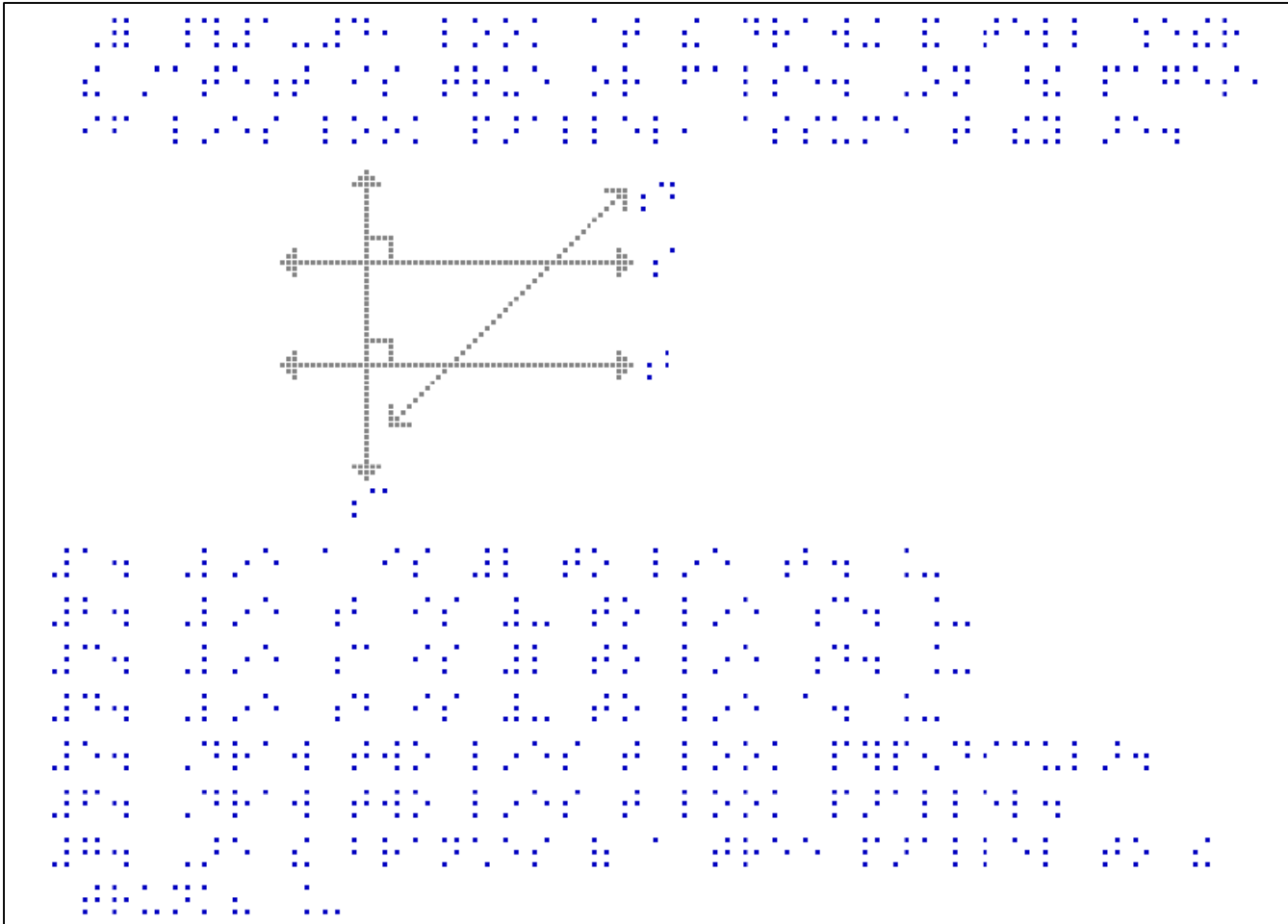
○ p l a c e   g r a p h i c   h e r e

○ [redacted]

○ t e x t

Transcribe ALL text including text around and inside of graphics.

# USIMAC - Braille/Tactile Graphics





## Final Fact Sheet

PBN First & Last Name	Mandy Kay		
SO/Project #	10000		
Title of Book	Go Math! Volume 2		
	(vol 15: 93 pgs, vol 16: 86 pgs)		
ISBN 13:	9780000000000		
Braille Editor	Marie Parker	<input type="text"/>	
Project Complete?	Yes	<input type="text"/>	
Braille Level	UEB Math Lvl 2	<input type="text"/>	
Braille Pg. Count	179		
Total # of Vol's	2		
Cost Per Page	\$ 4.50		
Tactile Graphic Level	.....	<input type="text"/>	
Tactile Graphic Count			
Cost Per Graphic	\$		
Sub Total:	\$ 805.50		
10% Fee	\$		
Grand Total	\$ <b>805.50</b>		


# USIMAC – Receiving Payment

- ▶ Email all completed information to [pbn@usimac.org](mailto:pbn@usimac.org)
- ▶ You have the option to submit an invoice for completed braille pages every 2 weeks. Include the following:
  - ▶ Number of volumes
  - ▶ Page count per volume
  - ▶ GAE/PO #
  - ▶ SO #
  - ▶ Date

# USIMAC – Receiving Payment

- ▶ Electronic Funds Transfer is currently **unavailable** for new vendors.
- ▶ Those already on EFT will continue to receive payment via direct deposit
- ▶ Once it is back up and running, everyone will be required to be set up to receive payment via EFT
- ▶ However, for now, all new vendor payment will be coming via paper check. Please ensure your address is correct.

F1 16V  
02/2013  
Division of Finance



Clear Form

For help completing this form, call Accounts Payable (801) 538-3110 or (801) 538-3112

### Direct Deposit Authorization Form for Electronic Funds Transfers (EFT) for Vendors

#### Payee Information

Name of Business or Individual	Vendor Code	SSN or EIN	
Street Address	City	State	Zip Code

Provide financial institution and account information on this form. Attach a voided check (or other documentation from your bank showing your name and account number) and sign the Authorization for Setup below.

#### Financial Institution

Financial Institution Name	City	State	Zip Code
Routing Transit Number (9 DIGITS)	Account Number	Type of Account <input type="radio"/> Checking <input type="radio"/> Savings	

#### Authorization for Setup

I hereby authorize the State of Utah ("the State") to initiate credit entries to the account number listed above ("this account"). I further authorize the State to correct credit entries made in error to this account. I agree that this AUTHORIZATION FOR SETUP is to remain in full force and effect until the State has received written notification from me of its termination, in such time and manner as to afford the State and the Financial Institution a reasonable opportunity to act upon my notification. I recognize that if I fail to provide complete or accurate information on the above DIRECT DEPOSIT AUTHORIZATION FORM FOR ELECTRONIC FUNDS TRANSFERS (EFT) FOR VENDORS ("this form"), the processing of this form may be delayed and/or my payments may be erroneously transferred. In the event that funds are erroneously transferred due to my failure to provide complete or accurate information on this form, I hereby hold the State harmless for the recovery of such erroneous transfers, not withstanding any reasonable attempts made by the State to correct such errors.

I, the undersigned certify that I am authorized to provide the above information and the information is true and correct.

Authorized Signature	Printed Name	Title	
Date (mm/dd/yyyy)	Email Address (for remittance advice)	Telephone Number (xxxxxxxx)	Fax Number (xxxxxxxx)

# Contract Violation

- ▶ What is considered a violation?
  - ▶ Missing a deadline by 24 hours
  - ▶ Not responding within 24 hours of receipt of approved GAE/PO
  - ▶ Submitting the wrong format/ not adhering to Agency Guidelines or Contract Requirements
  - ▶ Not following through with corrections within 5 business days after proofreading notes are received.
  - ▶ Submitting a volume with more than 45 errors

# Penalties for Violations

- ▶ 1<sup>st</sup> violation will result in a warning.
- ▶ 2<sup>nd</sup> violation per contract will result in a 10% reduction in final payment.
- ▶ 3<sup>rd</sup> violation per contract will result in a contract cancellation. At that point, you will have 24 hours to submit the work you have completed; you will be paid for that piece only, minus the 10% deduction from your 2<sup>nd</sup> violation.
  - ▶ 3 violation on 1 project will result in a 3 month probation period with USIMAC.

# Project refusal

- ▶ If you refuse a project 2 times in a row, you will be skipped for the next project.
- ▶ If you refuse 3 consecutive projects, you will be put on probation for 3 months.
- ▶ If you are put on probation twice in a calendar year, we will remove you from our PBN list permanently.

# USIMAC - Website/Add'l Info

- ▶ [www.usimac.org](http://www.usimac.org)
- ▶ Information about each format
- ▶ Training



# USIMAC

Utah State Instructional Materials Access Center



## Welcome to USIMAC

| 742 Harrison Blvd., Ogden, Utah 84404 | Customer Service: 801-629-4706 / 801-629-4783 |  
| Email: [orders@usimac.org](mailto:orders@usimac.org) | Website: [www.usimac.org](http://www.usimac.org) |



**Great News!!** It has been determined that more students qualify for our services including those who are blind visually impaired, have physical limitations (including TBI), and those with organic disabilities (including dyslexia and learning disabilities) are all eligible.

**For more information on ordering please download the Instructions file below.**

[Instructions for Ordering Alternate Format Materials](#)

[April 1st Deadline 2017 Letter](#)

USIMAC.org

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- FAQ's
- PBN
- Resources
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Formats

- Braille
- Large Print
- MP3
- DAISY
- PDF
- ePUB





# USIMAC

Utah State Instructional Materials Access Center



## Preferred Braille Network

### Contacts:

#### New Contracts/ Bids

Mandy Kay

[pbn@usimac.org](mailto:pbn@usimac.org)

801-629-4706

#### Existing Contracts

Amy Young

[pbn@usimac.org](mailto:pbn@usimac.org)

801-629-4783

#### Invoices

Cassidy McFarland

[pbn@usimac.org](mailto:pbn@usimac.org)

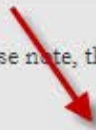
801-629-4795

[PBN 2017 Webinar Powerpoint \(.mp4\)](#)

\*\*Please note, the Audio & Slide show starts at 0:04:15 (time) on the recording and ends at 0:45:28. Dead space is before and after. It's exactly 41 Min and 13 seconds long.

[Current PBN Member](#)

[How To Become A PBN](#)



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### Current PBN Member

#### PBN Participation & Bids Revised 12/29/17

(The State of Utah Requires all state agencies to make public vendor rates)



PBN 2017 Bidding Form  
(Attachment A)



State of Utah PO Terms and Conditions  
(Attachment B)



PBN 2017 Invitation to Bid Letter



Agency Guidelines  
Revised 10/4/17



Direct Deposit Form (EFT)



Title Page Template  
Revised 10/6/17



UEB Title Page Template .BRF file  
Revised 10/6/17



UEB Title Page Template .BK2 file  
Revised 10/6/17



(You must right click on image and select "save link as" before this file can be opened)

(Use with ONLY Braille 2000. You must right click on image and select "save link as" before it can be opened)



# Contacts / Questions

## □ Contacts

### ■ New & Existing Contracts/Bids

- Mandy Kay: [pbn@usimac.org](mailto:pbn@usimac.org)

### ■ Invoices

- Cassidy McFarland: [pbn@usimac.org](mailto:pbn@usimac.org)

### ■ Website

- [www.usimac.org](http://www.usimac.org)