

OFFICE OF CHIEF ACADEMIC OFFICER
Summary of State Board of Education Agenda Items
December 19, 2019

MISSISSIPPI INSTRUCTIONAL RESOURCE CENTER / MISSISSIPPI SCHOOL FOR THE BLIND

02.B. Action: Contract with T-Base Communications, USA, Inc. for the services related to new Braille textbook and instructional material production [Goals 1, 2, 4, and 6 – MBE Strategic Plan]

Awarded Vendor: T-Base Communications, USA, Inc.
Ogdensburg, New York

Scope of Project: The MDE through the Mississippi Instructional Resource Center (MIRC) and the Mississippi School for the Blind (MSB) solicited competitive sealed proposals from qualified Contractors for New Braille Textbook and Instructional Material Services in accordance with Miss. Code Ann. § 37-43-24 (2016) for the timely acquisition of said textbooks.

The contractor will provide the following services:

- Transcribe in UEB with Nemeth (if necessary) according to all guidelines set forth in the RFP.
- Provide MIRC/MSB updated copies of appropriate certifications for transcribers and proofreaders as changes from the original RFP occur.
- Follow all responsibility requirements for the Contractor Project Manager, Formatter, Transcriber, Proofreader, and Graphic Artist unless mutually agreed upon in writing between the Contractor and MIRC/MSB.
- Use a widely used software package for all work so it may be reviewed using Braille 2000, Duxbury, or Braille Blaster.
- Provide one physical copy of the transcribed textbook to MIRC/MSB and upload the completed transcribed file to MDE SharePoint.

Renewal of contract for shall be contingent upon the successful completion of the preceding year's contract and the availability of funds. Personnel associated with this contract are not former Department employees or related to any Department employees.

Scope of Contract:

- Total Amount to be Awarded: \$ 75,000.01
- Method of Award: Request for Proposals

Funding Source: State and IDEA

Summary of Selection Process:

A competitive selection process was utilized to award this contract.

Scoring Criteria:

- A. Technical Factors
- B. Management Factors
- C. Price

This item references Goals 1, 2, 4, and 6 of the *Mississippi Board of Education 2018-2022 Strategic Plan*.

Recommendation: Approval

Back-up material: None