Form No. DTMB-3521 (Rev. 2/2015)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Contract change will not be executed unless form is filed

**STATE OF MICHIGAN**
**DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET**
**PROCUREMENT**
**P.O. BOX 30026, LANSING, MI 48909**
**OR**
**525 W. ALLEGAN, LANSING, MI 48933**

# CHANGE NOTICE NO. 1

**to**

# CONTRACT NO. 071B4300100

**Between**

# THE STATE OF MICHIGAN

**and**

| NAME & ADDRESS OF CONTRACTOR | PRIMARY CONTACT | EMAIL |
|---|---|---|
| Braille-Key Transcribing Inc. | Saul Garza | s.g.braillekey@gmail.com |
| 24124 Crescent | PHONE | VENDOR FEIN # (LAST FOUR DIGITS ONLY) |
| Woodhaven, MI 48183 | (734) 307-3254 | 0710 |

| STATE CONTACTS | AGENCY | NAME | PHONE | EMAIL |
|---|---|---|---|---|
| PROGRAM MANAGER | MDE | Collette Bauman | (517) 373-2887 | baumanc@michigan.gov |
| CONTRACT ADMINISTRATOR | DTMB | Chelsea Edgett | (517) 284-7031 | edgettc@michigan.gov |

## CONTRACT SUMMARY

**DESCRIPTION:**
**Braille Translation Services - MDE**

| INITIAL EFFECTIVE DATE | INITIAL EXPIRATION DATE | INITIAL AVAILABLE OPTIONS | EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW |
|---|---|---|---|
| April 4, 2012 | April 3, 2015 | 5, One Year Options | **April 3, 2015** |

| PAYMENT TERMS | F.O.B. | SHIPPED TO |
|---|---|---|
| **NET45** | N/A | N/A |

| ALTERNATE PAYMENT OPTIONS | EXTENDED PURCHASING |
|---|---|
| ☐ P-card ☐ Direct Voucher (DV) ☐ Other | ☐ Yes ☒ No |

**MINIMUM DELIVERY REQUIREMENTS**
N/A

## DESCRIPTION OF CHANGE NOTICE

| EXTEND CONTRACT EXPIRATION DATE | EXERCISE CONTRACT OPTION YEAR(S) | EXTENSION BEYOND CONTRACT OPTION YEARS | LENGTH OF OPTION/EXTENSION | EXPIRATION DATE AFTER CHANGE |
|---|---|---|---|---|
| ☐ No ☒ Yes | ☒ | ☐ | 3 Years | April 3, 2018 |

| CURRENT VALUE | VALUE/COST OF CHANGE NOTICE | ESTIMATED REVISED AGGREGATE CONTRACT VALUE |
|---|---|---|
| $267,232.25 | $0.00 | $267,232.25 |

**DESCRIPTION:**
Effective April 4, 2015 the first three option years available on this Contract are hereby exercised. The REVISED Contract expiration date is April 3, 2018.
Additionally, the pricing (Attachment B) is being replaced with the attached pricing (Exhibit C). The Buyer has changed to Chelsea Edgett.

All other terms, conditions, specifications and pricing remain the same. Per vendor and agency agreement, and DTMB Procurement approval.

# STATE OF MICHIGAN

Braille Transcription/Proofreading Services

## EXHIBIT C
## PRICING

1. Price includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).

2. Braille transcription of new (current year) publisher titles for local and intermediate school districts for students with a visual impairment at per page cost for editing, transcribing and proofreading, estimated at 10,000 pages

    - cost per braille page literary code: $2.50 max
    - cost per braille page foreign language code: $3.00 max
    - cost per braille page Nemeth code: $3.75 max
    - cost per braille page music code: $6.00 max

3. Braille transcription of new (current year) publisher titles for local and intermediate school districts for students with a visual impairment at per page cost for tactile, estimated at 10,000 pages

    - cost per braille page: $3.00 max

Form No. DTMB-3524 (Created 4/2012)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: No further payment will be made to the previous Contractor name and or number.

**STATE OF MICHIGAN**
**DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET**
**PROCUREMENT**
**P.O. BOX 30026, LANSING, MI 48909**
**OR**
**530 W. ALLEGAN, LANSING, MI 48913**

# NOTICE

## CONTRACT NO. 071B2200146

**hereafter referred as**

## CONTRACT NO. 071B4300100

**between**

## THE STATE OF MICHIGAN

**and**

| NAME & ADDRESS OF CONTRACTOR (AFTER ASSIGNMENT): | PRIMARY CONTACT | EMAIL |
|---|---|---|
| Braille-Key Transcribing Inc.<br>24124 Crescent<br>Woodhaven, MI 48183 | Saul Garza | s.g.braillekey@gmail.com |
| | TELEPHONE | NEW CONTRACTOR #, MAIL CODE |
| | (734) 307-3254 | |

| PREVIOUS NAME & ADDRESS OF CONTRACTOR: | PRIMARY CONTACT | EMAIL |
|---|---|---|
| Braille-Key Trans. Inc.<br>24124 Crescent<br>Woodhaven, MI 48183 | Saul Garza | s.g.braillekey@gmail.com |
| | TELEPHONE | PREVIOUS CONTRACTOR #, MAIL CODE |
| | (734) 307-3254 | |

| DESCRIPTION OF CHANGE NOTICE: |
|---|
| **The Contractor requested an assignment of this Contract to Braille-Key Transcribing, Inc. Due to the internal systems related to the release of Contractor payments, a new Contract number must be assigned. The new Contract Number is** 071B4300100**. The Contractual obligations and rights of Contract Number 071B2200146 are assigned to Braille-Key Transcribing, Inc.**<br><br>**THIS CHANGE IS EFFECTIVE:** April 29, 2014 |
| $267,232.25 **REMAINING ON CONTRACT #** 071B2200146 **TO BE TRANSFERRED TO CONTRACT #** 071B4300100. |

Form No. DTMB-3524 (Created 4/2012)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: No further payment will be made to the previous Contractor name and or number.

**STATE OF MICHIGAN**
**DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET**
**PROCUREMENT**
**P.O. BOX 30026, LANSING, MI 48909**
**OR**
**530 W. ALLEGAN, LANSING, MI 48913**

# CHANGE NOTICE

## CONTRACT NO. 071B2200146

**hereafter referred as**

## CONTRACT NO. 071B4300100

**between**

## THE STATE OF MICHIGAN

**and**

| NAME & ADDRESS OF CONTRACTOR (AFTER ASSIGNMENT): | PRIMARY CONTACT | EMAIL |
|---|---|---|
| Braille-Key Transcribing Inc.<br>24124 Crescent<br>Woodhaven, MI 48183 | Saul Garza | s.g.braillekey@gmail.com |
| | TELEPHONE | NEW CONTRACTOR #, MAIL CODE |
| | (734) 307-3254 | |

| PREVIOUS NAME & ADDRESS OF CONTRACTOR: | PRIMARY CONTACT | EMAIL |
|---|---|---|
| Braille-Key Trans. Inc.<br>24124 Crescent<br>Woodhaven, MI 48183 | Saul Garza | s.g.braillekey@gmail.com |
| | TELEPHONE | PREVIOUS CONTRACTOR #, MAIL CODE |
| | (734) 307-3254 | |

| DESCRIPTION OF CHANGE NOTICE: |
|---|
| **The Contractor requested an assignment of this Contract to U.S. Bancorp government Leasing and Finance, Inc. Due to the internal systems related to the release of Contractor payments, a new Contract number must be assigned. The new Contract Number is** 071B4300100**. The Contractual obligations and rights of Contract Number 071B4300063 are assigned to U.S. Bancorp Government Leasing and Finance, Inc.**<br><br>**THIS CHANGE IS EFFECTIVE:** April 29, 2014 |
| $267,232.25 **REMAINING ON CONTRACT #** 071B2200146 **TO BE TRANSFERRED TO CONTRACT #** 071B4300100. |

**Form No. DTMB-3524 (Created 4/2012)**
Change of Contractor Name or Tax Identification Number

**Contract No.** 071B2200146 **hereafter referred as Contract No.** 071B4300100

| STATE CONTACTS | AGENCY | NAME | PHONE | EMAIL |
|---|---|---|---|---|
| CONTRACT COMPLIANCE INSPECTOR: | MDE | Collette Bauman | 517-241-8898 | baumanc@michigan.gov |
| BUYER: | DTMB | Christine Mitchell | 517-284-7020 | Mitchellc4@michigan.gov |

| **CONTRACT SUMMARY:** | | | |
|---|---|---|---|
| DESCRIPTION: | | | |
| **Braille Translation Services - MDE** | | | |
| INITIAL TERM | EFFECTIVE DATE | INITIAL EXPIRATION DATE | AVAILABLE OPTIONS |
| 3 years | April 4, 2012 | April 3, 2015 | 5, one year |
| PAYMENT TERMS | F.O.B | SHIPPED | SHIPPED FROM |
| N/A | N/A | N/A | N/A |
| ALTERNATE PAYMENT OPTIONS: | | | AVAILABLE TO MiDEAL PARTICIPANTS |
| ☐ P-card ☐ Direct Voucher (DV) ☐ Other | | | ☐ YES ☒ NO |
| MINIMUM DELIVERY REQUIREMENTS: | | | |
| N/A | | | |

| **FOR THE CONTRACTOR:** | **FOR THE STATE:** |
|---|---|
| Braille-Key Transcribing Inc. | |
| Firm Name | Signature |
| | Jeff Brownlee, Chief Procurement Officer |
| Authorized Agent Signature | Name/Title |
| | DTMB Procurement |
| Authorized Agent (Print or Type) | Enter Name of Agency |
| Date | Date |

Form No. DMB 234 (Rev. 1/96)

AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Contract will not be executed unless form is filed

**STATE OF MICHIGAN**
**DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET** **April 6, 2012**
**PROCUREMENT**
**P.O. BOX 30026, LANSING, MI 48909**
**OR**
**530 W. ALLEGAN, LANSING, MI 48933**

# NOTICE
# OF
# CONTRACT NO. 071B2200146
# between
# THE STATE OF MICHIGAN
# and

| | |
|---|---|
| NAME & ADDRESS OF CONTRACTOR<br>**Braille-Key Trans. Inc.**<br>**24124 Crescent**<br>**Woodhaven, MI 48183**<br>**Email:** s.g.braillekey@gmail.com | TELEPHONE Saul Garza<br>734-307-3254<br>CONTRACTOR NUMBER/MAIL CODE<br>BUYER/CA (517) 335-0462<br>**Christine Mitchell** |
| Contract Compliance Inspector: Collette Bauman (517)-241-8898<br>**Braille Translation Services - MDE** | |
| CONTRACT PERIOD: **3 yrs. + 5 one-year options** From: **April 4, 2012** To: **April 3, 2015** | |
| TERMS<br>**N/A** | SHIPMENT<br>**N/A** |
| F.O.B.<br>**N/A** | SHIPPED FROM<br>**N/A** |
| ALTERNATE PAYMENT OPTIONS:<br>☐ P-card ☐ Direct Voucher (DV) ☐ Other | |
| MINIMUM DELIVERY REQUIREMENTS<br>**N/A** | |
| MISCELLANEOUS INFORMATION: | |

**TOTAL ESTIMATED CONTRACT VALUE: $275,937.50**

Form No. DMB 234 (Rev. 1/96)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Contract will not be executed unless form is filed

**STATE OF MICHIGAN**
**DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET**
**PROCUREMENT**
**P.O. BOX 30026, LANSING, MI 48909**
**OR**
**530 W. ALLEGAN, LANSING, MI 48933**

# CONTRACT NO. 071B2200146
## between
## THE STATE OF MICHIGAN
## and

| | |
|---|---|
| NAME & ADDRESS OF CONTRACTOR<br>**Braille-Key Trans. Inc.**<br>**24124 Crescent**<br>**Woodhaven, MI 48183**<br>**Email:** s.g.braillekey@gmail.com | TELEPHONE Saul Garza<br>734-307-3254<br>CONTRACTOR NUMBER/MAIL CODE<br>BUYER/CA (517) 335-0462<br>**Christine Mitchell** |
| Contract Compliance Inspector: Collette Bauman (517)-241-8898<br>**Braille Translation Services - MDE** | |
| CONTRACT PERIOD: **3 yrs. + 5 one-year options** From: **April 4, 2012** To: **April 3, 2015** | |
| TERMS<br>**N/A** | SHIPMENT<br>**N/A** |
| F.O.B.<br>**N/A** | SHIPPED FROM<br>**N/A** |
| ALTERNATE PAYMENT OPTIONS:<br>☐ P-card ☐ Direct Voucher (DV) ☐ Other | |
| MINIMUM DELIVERY REQUIREMENTS<br>**N/A** | |
| MISCELLANEOUS INFORMATION:<br>**The terms and conditions of this Contract are those of** RFP-CM-MDE Braille 071I1300258**, and this Contract Agreement. In the event of any conflicts between the specifications, and terms and conditions, indicated by the State and those indicated by the vendor, those of the State take precedence.**<br>**Estimated Contract Value: $275,937.50** | |

**THIS IS NOT AN ORDER: Orders for delivery will be issued directly by State Departments through the issuance of a Purchase Order Form.**

**All terms and conditions of Contract are made a part hereof.**

| **FOR THE CONTRACTOR:** | **FOR THE STATE:** |
|---|---|
| Braille-Key Trans. Inc.<br>Firm Name | Signature |
| Authorized Agent Signature | Jeff Brownlee, Chief Procurement Officer<br>Name/Title |
| Authorized Agent (Print or Type) | DTMB, Procurement<br>Division |
| Date | Date |

**STATE OF MICHIGAN**
**Department of Technology, Management and Budget**
**Purchasing Operations**

Contract: 071B2200146
With
Braille-Key Trans. Inc.
Braille Textbook Translation

Buyer Name: Christine Mitchell
Telephone Number: 517-335-0462
E-Mail Address: mitchellc4@michigan.gov

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## Definitions

**This section provides definitions for terms used throughout this document.**

**Business Day** - whether capitalized or not, means any day other than a Saturday, Sunday, State employee temporary layoff day, or State-recognized legal holiday (as identified in the Collective Bargaining Agreement for State employees) from 8:00am through 5:00pm Eastern Time unless otherwise stated.

**Buyer** – the DTMB-Purchasing Operations employee identified on the cover page of this RFP.

**Contract** – based on this RFP, an agreement that has been approved and executed by the awarded bidder, the DTMB-Purchasing Operations Director, and the State Administrative Board.

**Contractor** – the awarded bidder after the Effective Date.

**Days** - Business Days unless otherwise specified.

**Deliverable(s)** - physical goods or commodities as required or identified in a Statement of Work.

**Eastern Time** – either Eastern Standard Time or Eastern Daylight Time, whichever is prevailing in Lansing, Michigan.

**Effective Date** - the date that a binding contract is executed by the final party.

**Final Acceptance** - has the meaning provided in Section 2.8.7, Final Acceptance, unless otherwise stated in Article 1.

**Key Personnel** - any personnel designated as Key Personnel in Sections 1.3.3, Staff, Duties, and Responsibilities, and 2.4.2, Contractor Key Personnel, subject to the restrictions of Section 2.4.2.

**Post-Industrial Waste** - industrial by-products which would otherwise go to disposal and wastes generated after completion of a manufacturing process, but does not include internally generated scrap commonly returned to industrial or manufacturing processes.

**Purchase Order** - a written document issued by the State that requests full or partial performance of the Contract.

**Reserved** - the section is not applicable or included in this RFP. This is used as a placeholder to maintain consistent numbering.

**State** - the State of Michigan.

**State Location** - any physical location where the State performs work. State Location may include state-owned, leased, or rented space.

**Stop Work Order** - a notice requiring the Contractor to fully or partially stop work in accordance with the terms of the notice.

**Subcontractor** - a company or person that the Contractor delegates performance of a portion of the Deliverable(s) to, but does not include independent contractors engaged by the Contractor solely in a staff augmentation role.

**Unauthorized Removal** - the Contractor's removal of Key Personnel without the prior written consent of the State.

# Article 1 – Statement of Work

## *1.1 Project Identification*

Michigan Department of Education-Low Incidence Outreach (MDE-LIO) provides Braille textbooks to students with a visual impairment to ensure that students who are blind are given the same access to education as his/her sighted classmates.

### *1.1.1 Project Request*

This is a Statement of Work (SOW) for Michigan Department of Education-Low Incidence Outreach (MDE-LIO) Braille Textbook production. An overarching goal of MDE-LIO is to provide accessible materials and services to students with a visual impairment in a timely manner. (Timely manner meaning; the same time as their sighted classmates)

### *1.1.2 Background*

The production of Braille textbooks is a unique, costly, but necessary activity in order to provide the student who is blind with the same materials as his/her sighted classmates. It is a necessity to have access to the same print materials in order to be on the same educational level. If a student does not have access by having the same information available in Braille he/she cannot possibly succeed in an academic setting.

Due to the new and higher academic standards set for graduation requirements for all Michigan students the request for higher level math and science textbooks has increased. Prior to these changes in graduation requirements many students opted out of higher math and science due to the difficulty of visual math concepts.. That is no longer an option and they must have the Braille textbooks available in order to tactually visualize and comprehend the materials.

Literary Braille is used in all passages of written text. A different system called Nemeth Code is used when transcribing math and science textbooks. Nemeth allows complex mathematical equations that combine variables and symbols to be written in Braille. In addition, graphics are handmade into tactile graphics and thermoformed (copied) in order to transfer the information from the print examples. These are all high level skills that are a part of a transcriber's expertise. However, not all transcribers have these skills. In order for transcribers to fulfill the requirements from MDE-LIO's production they must be proficient in Nemeth Code, highly skilled in the production of tactile graphics, have materials proofread and be current with the latest requirements of the Braille Authority of North America (BANA). The pool of transcribers who meet these requirements is extremely limited. Currently, MDE-LIO is only aware of six individuals who are qualified.

**Legal References: 20 U.S.C. Sec. 1412 (a) (23) (A) (B)** The state must adopt the National Instructional Material Standards for the purpose of providing instructional materials to blind persons…in a timely manner…If a State educational agency chooses not to coordinate with the National Instructional Materials Access Center it shall provide an assurance… that it will provide instructional materials in a timely manner.

**The people of the State of Michigan enact:**
**Sec. 1704. (1) This section shall be known and may be cited as the "blind pupil's Braille literacy law."**
(4) The department shall accept and respond to requests from local and intermediate school districts and shall work with textbook publishers to obtain electronic file format versions of textbooks or Braille versions of textbooks or both. The department may also, on behalf of local and intermediate school districts, request and arrange for converting an electronic file format version of a textbook to a **Braille** version. The department shall process and make these requests in a **timely manner.**

**Braille Bill/ House Bill # 4497: Section: (4)** A determination to provide other appropriate special education methods to a blind pupil does not preclude Braille use or instruction for the blind pupil.

MDE-LIO provides Braille textbooks to students who are blind or with a visual impairment. These textbooks are researched by our book production unit to see if they are currently available; if they are not available then MDE-LIO reproduces them. This process involves contacting a qualified transcriber and getting a quote for the transcription. As soon as we receive the purchase order with a print copy of the textbook from the requesting district; the process begins. In order to expedite the process we advertise to teachers to put their orders in a year ahead of time. It allows the time needed on lengthy math and science books to be completed on time, before school starts. That being said, we do get orders in the spring for books that are needed for the start of the school year.

Fifty textbooks have been transcribed to this date and twelve others are in need of completion through the summer in order to meet the time requirement. MDE-LIO scans the book and waits for the approval process. Upon approval the book is sent to the transcriber. Upon completion of the text it is returned by electronic files to MDE-LIO where we then Braille the master copy of the textbook, thermoform the tactile graphics, print the cover sheets and assemble the multiple volumes.( For example: A recent Geometry textbook produced with many graphics was 90 volumes in Braille compared to the print textbook which contained around a thousand pages.) The Braille textbooks are then shipped to the student's school to expedite the delivery process.

## 1.2 Scope of Work and Deliverable(s)

### ***1.2.1 In Scope***

Provision of Braille translation of text books.

This contract, once issued, could become a Statewide agreement for use by all State agencies for Braille translation services of text books, documents and brochures, etc.

### ***1.2.2 Deliverable(s)***

Contractor must provide the following Deliverable(s):

Timely, accurate and quality translation of text books as assigned.

MDE-LIO provides Braille textbooks across the State of Michigan for the districts which pay for the textbooks out of their local funds. The timeline for delivery is "…as quickly as possible and in a timely manner…" as stated in the Braille Bill.

MDE-LIO's production transcriber's must be proficient in Nemeth Code, highly skilled in the production of tactile graphics, have materials proofread and be current with the latest requirements of the Braille Authority of North America (BANA).

Braille-Key Trans. Inc. will complete and deliver Contracted materials within the MDE-LIO specified time frame in order to meet the law requirement of provision of Braille materials in a timely manner.

### ***1.2.3 Quantity***

The State is not obligated to purchase in any specific quantity.

### ***1.2.4 Ordering***

The State will issue a Purchase Order to request and order Deliverable(s) from this Contract. The Contractor is not authorized to begin performance until receipt of a Purchase Order.

#### ***1.2.5 Alternate Bids***

Reserved

### ***1.3 Management and Staffing***

#### ***1.3.1 Project Management***

The Braille Textbook Coordinator manages delegates and oversees provision of translation services with approval from the supervisor of MDE-LIO.

The process for completion of Braille textbook translation is as follows:

- *Textbooks are researched by our book production unit to see if they are currently available, if they are not available then we will reproduce them.*
- *The Coordinator contacts a qualified transcriber and gets a quote for the transcription and explains the parameters set by MDE-LIO of quality and timeliness of production.*
- *Availability of the transcriber is also determined by the Coordinator and time lines are set.*
- *As soon as we receive the purchase order with a print copy of the textbook from the requesting district; the process begins. In order to expedite the process we advertise to teachers to put their orders in a year ahead of time. It allows the time needed on lengthy math and science books to be completed on time, before school starts. It also allows the production of more books to be completed by planning a year ahead.*
- *MDE-LIO scans the book and waits for the approval process from DTMB.*
- *Upon approval the book is sent to the transcriber.*
- *In completion of the text and proofreading completed and corrected it is returned by electronic files to MDE-LIO by the transcriber.*
- *Upon receipt of the Braille the master copy of the textbook, MDE-LIO staff emboss the textbook Master file, thermoform the tactile graphics, insert the graphics into the textbook, print the cover sheets, assemble the multiple volumes and bind the book.*
- *The Braille textbooks are next shipped to the student's school to expedite the delivery process.*

Braille-Key Trans. Inc. will carry out this project under the direction and control of the Coordinator of MDE-LIO and the Supervisor.

#### ***1.3.2 Reports***

Braille-Key Trans. Inc. must submit the following periodic reports (annually) to the State:

- Usage reports, including
    - Quantity and dollars for State work performed.
    - Error Sheets for each project logging errors found and corrected in required translations. (see sample, Attachment D.

#### ***1.3.3 Staff, Duties, and Responsibilities***

The Coordinator is on site and the transcribers are located in their respective place(s) of business due to specialized adaptive equipment required to reproduce the Braille text. On occasion, Contractor staff may be required to deliver tactile graphics or braille materials to the MDE-LIO offices in order to expedite the process of completion of the textbooks.

- Coordinate transcription with MDE-LIO on-site staff members who scan, thermoform the tactile graphics, insert the graphics into the textbook, print the cover sheets, assemble the multiple volumes and bind the books.
- Ship the textbooks to the student's school.

- Communicate with MDE-LIO staff members during normal working hours (40 hours per week, 8:00am-5:00pm, 7:00am-4:00pm, etc.). Currently staff involved in the book production department includes 4-full time staff and 2 part time staff.

Key personnel identified for this solicitation include:

Josie or Deb

| | |
|---|---|
| **Proposed Resource Name:** | **Braille-Key Trans. Inc.** |
| **Proposed Classification:** | **Single Point of Contact** |
| **Key Personnel:** | **Yes ☒ *or* No ☐** |
| **If resource is associated with a subcontractor provide name of company:** | |
| **Percentage of time resource will be allocated to project:** | 100% |

### ***1.3.4 Meetings***

Reserved

### ***1.3.5 Place of Performance***

Contractor must list the location of all facilities that will be involved in performing the Contract:

| Full address of place of performance | Owner/operator of facility to be used | Percent (%) of Contract value to be performed at listed location |
|---|---|---|
| **Braille-Key Trans. Inc.** | Braille-Key Trans. Inc. | 100% |
| **24124 Crescent Woodhaven, MI 48183** | | |

### ***1.3.6 Reserved***

### ***1.3.7 Binding Commitments***

Only Braille-Key Trans. Inc. has the authority to make binding commitments on behalf of himself as an independent contractor.

### ***1.3.8 Training***

Reserved

### ***1.3.9 Security***

If personnel need to visit a State facility for any reason, they must have proper identification and check in with the security guard at the front desk.

## ***1.4 Delivery and Acceptance***

### ***1.4.1 Time Frames***

All Deliverable(s) must be completed by Contractor, Braille-Key Trans. Inc., within the time frame specified by the purchase order (as quickly as possible- in a timely manner to meet the law). Individual textbooks, depending upon the number of pages and tactile graphics require a differing amount of time. The amount of Days after receipt of order will be mutually agreed upon based on each individual textbook between the Coordinator and the Contractor prior to issuance

of the purchase order 2.3.6. The receipt of order date is governed in the same manner as notices sent under Section 2.3.6, Notices. The Contractor must explain in detail its various delivery programs (e.g., standard delivery and quick-ship), including any limitations such as quantity.

#### ***1.4.2 Minimum Order***

Reserved

#### ***1.4.3 Packaging***

Hard Copy Deliverables must meet the following packaging requirements:

- Each package cannot exceed thirty pounds.

- Packaging and containers must meet the current requirements of state and federal law applicable to rail and motor carrier freight classifications, which will permit application of the lowest freight rate.

#### ***1.4.4 Palletizing***

Reserved

#### ***1.4.5 Delivery Term***

Unless specified otherwise below, delivery is governed by Section 2.8.2, Delivery Responsibilities.

Quoted prices are "F.O.B. Destination, within Government Premises" with transportation charges prepaid.

Freight Charges - If a Contractor quotes F.O.B. Shipping Point on one-time purchases, the Contractor must specify the carrier being used.

Where the weight of the shipment is less than 150 lbs. or where shipments could be separated into smaller parcels, the Contractor must use the State's current express delivery carrier, which is United Parcel Service (UPS). If the shipment weighs less than 150 lbs., but the Deliverable costs $3000 or more, it must be sent by an appropriate carrier.

If the Contractor fails to follow these shipping instructions, the State will pay the carrier used and deduct the difference from the Contractor's invoice for the amount that was charged and the amount that would have been charged if the required carrier had been used.

#### ***1.4.6 Acceptance Process***

The book is researched by the MDE-LIO staff to see if it has already been completed elsewhere. If it has not then the Coordinator asks for the book to be sent due a quote/bid for the textbook. Upon receipt of the purchase order from the local district the request is then put in the system for approval by the supervisor, etc. After the approval from DTMB the textbook is accepted and sent to the transcriber immediately to begin transcription. (See project management for specific steps)

Acceptance of deliverables:

- Review for acceptance is determined by the proofreaders based on how many mistakes are made in the transcription process and corrected prior to being given to MDE-LIO.
- Timeliness is assessed based on providing the transcription within the timeframe determined by the Coordinator for production as stated in the purchase order issued for the specific job and in accordance with provisions laid out within the Contract.

- Proof of Brailing according the BANA requirements must be met and are reviewed by the proofreaders and the Coordinator.

The acceptance process is defined in Section 2.8.4, Acceptance of Deliverable(s), unless otherwise defined in this section.

#### ***1.4.7 Criteria***

The State will use the following criteria to determine acceptance of Deliverable(s):

The deliverables must be error-free, proof readers will utilize an error sheet to log errors requiring correction. A sample error sheet is provided in Attachment D.

### ***1.5 Proposal Pricing***

#### ***1.5.1 Pricing***

Complete online line item pricing in Bid4Michigan system, www.bid4michigan.com as specified within the Solicitation Notice.

*See Pricing in Attachment A.*

#### ***1.5.2 Quick Payment Terms***

The Contractor offers quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution.

[ √ ] The Contract will provide a quick payment discount of **x %** off an invoice if paid **within xx Days** from the State's receipt of the invoice or delivery of the Deliverable(s), whichever is later.

#### ***1.5.3 Price Term***

Prices are firm for the term of the Contract.

#### ***1.5.4 Tax Excluded from Price***

(a) Sales Tax: The State is exempt from sales tax for direct purchases. The Contractor's prices must not include sales tax. DTMB-Purchasing Operations will furnish exemption certificates for sales tax upon request.

(b) Federal Excise Tax: The State may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for the State's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Contractor's prices must not include the Federal Excise Tax.

#### ***1.5.5 Invoices***

The Contractor must provide an invoice that, at a minimum, includes:

(a) Date
(b) PO #
(c) Quantity
(d) Deliverable
(e) Unit Price
(f) Shipping Cost (if any)
(g) Total Price

## ***1.6 Commodity Requirements***

### ***1.6.1 Customer Service***

The Contractor must confirm whether it is able to receive orders by any of the following methods: electronically, phone, facsimile transmission, or by written order. If not, the Contractor must explain its ordering capabilities. The Contractor must have internal controls, approved by DTMB-Purchasing Operations, to: (a) ensure that only authorized individuals place orders; and (b) verify any orders that appear to be abnormal.

The Contractor must have: (a) one or more knowledgeable individual(s) specifically assigned to State of Michigan accounts that will respond to State agency inquiries promptly; and (b) a statewide toll-free number for customer service calls. If not, the Contractor must explain how it intends to provide customer service.

Contractor Response:
Can accept electronically, written, or by phone. No fax at this time.

### ***1.6.2 Research and Development***

### ***1.6.3 Quality Assurance Program***

*Reserved*

### ***1.6.4 Warranty for Deliverable(s)***

*Reserved.*

### ***1.6.5 Special Incentives***

*Reserved.*

### ***1.6.6 Energy Efficiency***

### ***1.6.7 Environmental Requirements***

The State prefers to purchase products that impact the environment less than competing products. Environmental components that may be considered include: recycled content, recyclability, and the presence of undesirable materials in the products, especially persistent, bio accumulative, and toxic chemicals. The Contractor must explain if it intends to provide such products, including any relevant third-party certification (such as Green Seal, etc.).

Contractor Response:

| |
|---|
| |

### ***1.6.8 Recycled Content and Recyclability***

(a) **Deliverable(s)**. Without compromising performance or quality, the State prefers Deliverable(s) containing higher percentages of recycled materials. The Contractor must indicate an estimate of the percentage of recycled materials, if any, contained in each Deliverable:

_____ % (total estimated percentage of recovered material)

_____ % (estimated percentage of post-consumer material)

_____ % (estimated percentage of post-industrial waste)

(b) **Packaging**. The State prefers packaging materials that:

(i) are made from recycled content that meets or exceeds all federal and state recycled content guidelines (currently 35% post-consumer for all corrugated cardboard);

(ii) minimize or eliminate the use of polystyrene and other difficult to recycle materials;
(iii) minimize or eliminate the use of packaging and containers or, in the alternative, minimize or eliminate the use of non-recyclable packaging and containers;
(iv) provide for a return program where packaging can be returned to a specific location for recycling; and
(v) contain materials that are easily recyclable in Michigan.

The Contractor must explain if it intends to offer packaging materials that meet one or more of these criteria.

Contractor Response:

| |
|---|
| |

#### ***1.6.9 Materials Identification and Tracking***

### ***1.7 Extended Purchasing***

#### ***1.7.1 MiDEAL***

Reserved.

#### ***1.7.2 State Employee Purchases***

Reserved.

## Article 2 – Terms and Conditions

### *2.1 Contract Term*

#### *2.1.1 Contract Term*

The Contract term begins December, 2011 and expires December, 2014. All outstanding Purchase Orders will expire upon the termination of the Contract for any of the reasons listed in Section 2.16, Termination by the State, unless otherwise agreed to in writing by DTMB-Purchasing Operations. Absent an early termination, Purchase Orders issued, but not expired, by the end of the Contract's term will remain in effect until the next September 30.

#### *2.1.2 Options to Renew*

This Contract may be renewed for up to five (5) additional one-year period(s). Renewal must be by mutual written agreement of the parties, not less than 30 days before expiration of the Contract.

### *2.2 Payments and Taxes*

#### *2.2.1 Fixed Prices for Deliverable(s)*

Prices are fixed for all Deliverable(s) and for all of the associated payment milestones and amounts.

#### *2.2.2 Payment Deadlines*

Undisputed invoices will be due and payable by the State, in accordance with the State's standard payment procedure as specified in 1984 PA 279, MCL 17.51 *et seq.*, within 45 days after receipt.

#### *2.2.3 Invoicing and Payment – In General*

***Reserved***

#### *2.2.4 Pro-ration*

***Reserved***

#### *2.2.5 Final Payment and Waivers*

The Contractor's acceptance of final payment by the State constitutes a waiver of all claims by the Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed. For other claims, final payment by the State will not constitute a waiver by either party of any rights as to the other party's continuing obligations, nor will it constitute a waiver of any claims under this Contract, including claims for Deliverable(s) not reasonably known to be defective or substandard.

#### *2.2.6 Electronic Payment Requirement*

As required by MCL 18.1283a, the Contractor must electronically register with the State at http://www.michigan.gov/cpexpress to receive electronic fund transfer (EFT) payments.

#### *2.2.7 Employment Taxes*

The Contractor must collect and pay all applicable federal, state, and local employment taxes.

#### *2.2.8 Sales and Use Taxes*

The Contractor must register and remit sales and use taxes on taxable sales of tangible personal property or services delivered into the State. If the Contractor lacks sufficient presence in Michigan to be required to register and pay taxes, it must do so on a voluntary basis. The requirement to register and remit sales and use taxes extends to (a) all members of

a "controlled group of corporations" as defined in § 1563(a) of the Internal Revenue Code, 26 USC 1563(a), and applicable regulations; and (b) all organizations under common control that make sales at retail for delivery into the State. Any United States Department of Treasury regulation that references "two or more trades or businesses under common control" includes organizations such as sole proprietorships, partnerships (as defined in § 7701(a) (2) of the Internal Revenue Code, 26 USC 7701(a) (2)), trusts, estates, corporations, or limited liability companies.

## ***2.3 Contract Administration***

### ***2.3.1 Issuing Office***

This Contract is issued by DTMB-Purchasing Operations on behalf of Michigan Department of Education-Low Incidence Outreach (State). **DTMB-Purchasing Operations is the only entity authorized to modify the terms and conditions of this Contract, including the prices and specifications.** The Contract Administrator within DTMB-Purchasing Operations for this Contract is:

Christine Mitchell, CPPB
Buyer Specialist
Purchasing Operations
Department of Technology, Management and Budget
Mason Bldg., 2nd Floor
PO Box 30026
Lansing, MI 48909
mitchellc4@michigan.gov
(517) 335-0462

### ***2.3.2 Contract Compliance Inspector***

The Contract Compliance Inspector, named below, will monitor and coordinate Contract activities on a day-to-day basis. However, monitoring of this Contract implies **no authority to modify the terms and conditions of this Contract, including the prices and specifications.**

Collette Bauman, MDE-LIO Supervisor
P.O. Box 30742
Lansing, Michigan 48909
Phone: (517) 373-2887 Fax: (517) 335-1632
Email: BaumanC@Michigan.Gov

### ***2.3.3 Project Manager***

Reserved

### ***2.3.4 Contract Changes***

(a) If the State requests or directs the Contractor to provide any Deliverable(s) that the Contractor believes are outside the scope of the Contractor's responsibilities under the Contract, the Contractor must notify the State before performing the requested activities. If the Contractor fails to notify the State, any activities performed will be considered in-scope and not entitled to additional compensation or time. If the Contractor begins work outside the scope of the Contract and then ceases performing that work, the Contractor must, at the request of the State, retract any out-of-scope work that would adversely affect the Contract.

(b) The State or the Contractor may propose changes to the Contract. If the Contractor or the State requests a change to the Deliverable(s) or if the State requests additional Deliverable(s), the Contractor must provide a detailed outline of all work to be done, including tasks, timeframes, listing of key personnel assigned, estimated hours for each individual per Deliverable, and a complete and detailed cost justification. If the parties agree on the proposed

change, DTMB-Purchasing Operations will prepare and issue a notice that describes the change, its effects on the Deliverable(s), and any affected components of the Contract (Contract Change Notice).

(c) No proposed change may be performed until DTMB-Purchasing Operations issues a duly executed Contract Change Notice for the proposed change.

### ***2.3.5 Price Changes***

The State and the Contractor will complete a pricing review prior to exercise of any renewal or extension options following the base contract period, to allow for changes based on actual costs incurred. Requested changes may include increases or decreases in price and must be accompanied by supporting information indicating market support of proposed modifications (such as the CPI and PPI, US City Average, as published by the US Department of Labor, Bureau of Labor Statistics).

(a) The State may request a Review upon 30 days written notice that specifies what Deliverable is being reviewed. At the Review, each party may present supporting information including information created by, presented, or received from third parties.

(b) Following the presentation of supporting information, both parties will have 30 days to review the supporting information and prepare any written response.

(c) In the event the Review reveals no need for modifications of any type, pricing will remain unchanged unless mutually agreed to by the parties. However, if the Review reveals that changes may be recommended, both parties will negotiate in good faith for 30 days unless extended by mutual agreement of the parties.

(d) If the supporting information reveals a reduction in prices is necessary and Contractor agrees to reduce rates accordingly, then the State may elect to exercise the next one year option, if available.

(e) If the supporting information reveals a reduction in prices is necessary and the parties are unable to reach agreement, then the State may eliminate all remaining Contract renewal options.

(f) Any changes based on the Review must be implemented through the issuance of a Contract Change Notice.

### ***2.3.6 Notices***

All notices and other communications required or permitted under this Contract must be in writing and will be considered given when delivered personally, by fax (if provided) or by e-mail (if provided), or by registered mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to State:

State of Michigan
DTMB-Purchasing Operations
Attention: Christine Mitchell
PO Box 30026
530 West Allegan
Lansing, MI 48909
mitchellc4@michigan.gov

If to Contractor:

**Braille-Key Trans. Inc.**
**24124 Crescent**
**Woodhaven, MI 48183**
E-mail: s.g.braillekey@gmail.com

Delivery by a nationally recognized overnight express courier will be treated as personal delivery.

#### ***2.3.7 Covenant of Good Faith***

Each party must act reasonably and in good faith. Unless otherwise provided in this Contract, the parties will not unreasonably delay, condition or withhold their consent, decision, or approval any time it is requested or reasonably required in order for the other party to perform its responsibilities under the Contract.

#### ***2.3.8 Assignments***

(a) Neither party may assign this Contract, or assign or delegate any of its duties or obligations under the Contract, to another party (whether by operation of law or otherwise), without the prior approval of the other party. The State may, however, assign this Contract to any other State agency, department, or division without the prior approval of the Contractor.

(b) If the Contractor intends to assign this Contract or any of the Contractor's rights or duties under the Contract, the Contractor must notify the State and provide adequate information about the assignee at least 90 days before the proposed assignment or as otherwise provided by law or court order. The State may withhold approval from proposed assignments, subcontracts, or novations if the State determines, in its sole discretion, that the transfer of responsibility would decrease the State's likelihood of receiving performance on the Contract or the State's ability to recover damages.

(c) If the State permits an assignment of the Contractor's right to receive payments, the Contractor is not relieved of its responsibility to perform any of its contractual duties. All payments must continue to be made to one entity.

#### ***2.3.9 Equipment***

The State will not provide equipment and resources unless specifically identified in the Statement(s) of Work or other Contract exhibits.

#### ***2.3.10 Facilities***

Reserved.

### ***2.4 Contract Management***

#### ***2.4.1 Contractor Personnel Qualifications***

All persons assigned by the Contractor to perform work must be employees of the Contractor or its majority-owned subsidiaries, or a State-approved Subcontractor, and must be fully qualified to perform the work assigned to them. The Contractor must include this requirement in any subcontract.

#### ***2.4.2 Contractor Key Personnel***

(a) The Contractor must provide the Contract Compliance Inspector with the names of Key Personnel.

(b) The Contractor must dedicate Key Personnel to perform work for the duration of the Contract as provided in Section 1.3.3, Staff, Duties, and Responsibilities.

(c) Before assigning a new individual to any Key Personnel position, the Contractor must notify the State of the proposed assignment, introduce the individual to the appropriate State representatives, and provide the State with a resume and any other reasonably requested information. The State must approve or disapprove the assignment, reassignment, or replacement of any Key Personnel. The State may interview the individual before making its decision. If the State disapproves an individual, the State will provide a written explanation outlining the reasons for the rejection.

(d) The Contractor may not remove any Key Personnel from their assigned roles without the prior consent of the State. The Contractor's removal of Key Personnel without the prior consent of the State constitutes Unauthorized Removal. Unauthorized Removal does not include replacing Key Personnel for reasons beyond the Contractor's reasonable control, including illness, disability, death, leave of absence, personal emergency circumstances, resignation, or termination for cause. Unauthorized Removal does not include replacing Key Personnel because of promotions or other job movements allowed by the Contractor's personnel policies or Collective Bargaining Agreement(s), as long as the Contractor assigns the proposed replacement to train the outgoing Key Personnel for 30 days. Any Unauthorized Removal will be considered a material breach of the Contract.

(e) The Contractor must notify the Contract Compliance Inspector and the Contract Administrator at least 10 Days before redeploying non-Key Personnel to other projects.

#### ***2.4.3 Removal or Reassignment of Personnel at the State's Request***

The State may require the Contractor to remove or reassign personnel if the State has legitimate, good-faith reasons articulated in a notice to the Contractor. Replacement personnel must be fully qualified for the position. If the State exercises this right, and the Contractor cannot immediately replace the removed personnel, the State agrees to an equitable adjustment in schedule or other terms that may be affected.

#### ***2.4.4 Contractor Personnel Location***

Subject to availability, the State may allow selected Contractor personnel to use State office space.

#### ***2.4.5 Contractor Identification***

The Contractor's employees must be clearly identifiable while on State property by wearing a State-issued badge, and must clearly identify themselves and the company they work for whenever making contact with State personnel by telephone or other means.

#### ***2.4.6 Cooperation with Third Parties***

The Contractor and its Subcontractors must cooperate with the State and its agents and other contractors, including the State's quality assurance personnel. The Contractor must provide reasonable access to its personnel, systems, and facilities related to the Contract to the extent that access will not interfere with or jeopardize the safety or operation of the systems or facilities.

#### ***2.4.7 Relationship of the Parties***

The relationship between the State and Contractor is that of client and independent contractor. No agent, employee, or servant of the Contractor, or any of its subcontractors, is an employee, agent or servant of the State. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants, and subcontractors during the performance of the Contract.

#### ***2.4.8 Contractor Return of State Equipment/Resources***

The Contractor must return to the State any State-furnished equipment, facilities and other resources when no longer required for the Contract in the same condition as when provided by the State, reasonable wear and tear excepted.

#### ***2.4.9 Background Checks***

The State may investigate the Contractor's personnel before granting access to State facilities and systems. The scope of the background check is at the discretion of the State and the results will be used to determine eligibility for working within State facilities and systems. The investigations will include a Michigan State Police background check (ICHAT) and may include a Criminal Justice Information Services (CJIS) fingerprint check. Proposed Contractor

personnel may be required to complete and submit an RI-8 Fingerprint Card for the CJIS fingerprint check.

#### ***2.4.10 Compliance With State Policies***

All Contractor personnel must comply with the State's security and acceptable use policies for State IT equipment and resources, available at http://www.michigan.gov/pcpolicy. Contractor personnel must agree to the State's security and acceptable use policies before the State grants access to its IT equipment and resources. The Contractor must provide these policies to prospective personnel before requesting access from the State. Contractor personnel must comply with all physical security procedures in State facilities.

### ***2.5 Subcontracting by Contractor***

#### ***2.5.1 Contractor Responsible***

The Contractor is responsible for the completion of all Deliverable(s). The State will consider the Contractor to be the sole point of contact with regard to all contractual matters, including payment of any charges for Deliverable(s). The Contractor must make all payments to its Subcontractors or suppliers. Except as otherwise agreed in writing, the State is not obligated to make payments for the Deliverable(s) to any party other than the Contractor.

#### ***2.5.2 State Approval of Subcontractor***

(a) The Contractor may not delegate any duties under this Contract to a Subcontractor unless DTMB-Purchasing Operations gives prior approval to the delegation. Attached as **Exhibit A** is a list of the Subcontractors, if any, approved by the State as of the Effective Date. The State is entitled to receive copies of and review all subcontracts. The Contractor may delete or redact any proprietary information before providing it to the State.

(b) The State may require the Contractor to terminate and replace any Subcontractor the State reasonably finds unacceptable. The required replacement of a Subcontractor must be written and contain reasonable detail outlining the State's reasons. If the State exercises this right, and the Contractor cannot immediately replace the Subcontractor, the State will agree to an equitable adjustment in the schedule or other terms that may be affected by the State's required replacement. If this requirement results in a delay, the delay will not be counted against any applicable Service Level Agreement (SLA).

#### ***2.5.3 Subcontract Requirements***

Except where specifically approved by the State, Contractor must include the obligations in Sections 2.24.2, Media Releases, 2.4, Contract Management, 2.11, Confidentiality, 2.12, Records and Inspections, 2.13, Warranties, 2.14, Insurance, and 2.23, Laws, in all of its agreements with Subcontractors.

#### ***2.5.4 Competitive Selection***

Contractor must select Subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of this Contract.

### ***2.6 Reserved***

### ***2.7 Performance***

#### ***2.7.1 Time of Performance***

(a) The Contractor must immediately notify the State upon becoming aware of any circumstances that may reasonably be expected to jeopardize the completion of any Deliverable(s) by the scheduled due dates in the latest State-approved delivery schedule and must inform the State of the projected actual delivery date.

(b) If the Contractor believes that a delay in performance by the State has caused or will cause the Contractor to be unable to perform its obligations according to specified Contract time periods, the Contractor must immediately notify the State and, to the extent practicable, continue to perform its obligations according to the Contract time periods. The Contractor will not be in default for a delay in performance to the extent the delay is caused by the State.

#### ***2.7.2 Service Level Agreements [Deleted, Not Applicable]***

#### ***2.7.3 Liquidated Damages***

Reserved.

#### ***2.7.4 Excusable Failure***

Neither party will be liable for any default, damage or delay in the performance of its obligations that is caused by government regulations or requirements, power failure, electrical surges or current fluctuations, war, forces of nature or acts of God, delays or failures of transportation, equipment shortages, suppliers' failures, acts or omissions of common carriers, fire, riots, civil disorders, labor disputes, embargoes, injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused), or any other cause beyond the reasonable control of a party; provided the non-performing party and any Subcontractors are without fault in causing the default or delay, and the default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans, or other means, including disaster recovery plans.

If a party does not perform its contractual obligations for any of the reasons listed, the non-performing party will be excused from any further performance of its affected obligation(s) for as long as the circumstances prevail. The non-performing party must promptly notify the other party immediately after the excusable failure occurs, and when it abates or ends. Both parties must use commercially reasonable efforts to resume performance.

If any of the reasons listed substantially prevent, hinder, or delay the Contractor's performance of the Deliverable(s) for more than 10 Days, and the State reasonably determines that performance is not likely to be resumed within a period of time that is satisfactory to the State, the State may: (a) procure the affected Deliverable(s) from an alternate source without liability for payment so long as the delay in performance continues; or (b) terminate any portion of the Contract so affected and equitably adjust charges payable to the Contractor to reflect those Deliverable(s) that are terminated. The State must pay for all Deliverable(s) for which Final Acceptance has been granted before the termination date.

The Contractor will not have the right to any additional payments from the State as a result of any Excusable Failure or to payments for Deliverable(s) not provided as a result of the Excusable Failure. The Contractor will not be relieved of a default or delay caused by acts or omissions of its Subcontractors except to the extent that a Subcontractor experiences an Excusable Failure and the Contractor cannot reasonably circumvent the effect of the Subcontractor's default or delay in performance through the use of alternate sources, workaround plans, or other means, including disaster recovery plans.

### ***2.8 Acceptance of Deliverable(s)***

*See Article 1*

### ***2.8.1 Quality Assurance***

By tendering any Deliverable to the State, the Contractor certifies to the State that (a) it has performed reasonable quality assurance activities; (b) it has performed any reasonable testing; and (c) it has corrected all material deficiencies discovered during the quality assurance activities and testing. To the extent that testing occurs at State Locations, the State is entitled to observe and otherwise participate in the testing.

### ***2.8.2 Delivery Responsibilities***

Unless otherwise specified by the State in Section 1.4.5, Delivery Term, the following are applicable to all deliveries:

(a) The Contractor is responsible for delivering the Deliverable(s) by the applicable delivery date to the location(s) specified in the SOW or individual Purchase Order.

(b) The Contractor must ship the Deliverable(s) "F.O.B. Destination, within Government Premises."

(c) The State will examine all packages at the time of delivery. The quantity of packages delivered must be recorded and any obvious visible or suspected damage must be noted at the time of delivery using the shipper's delivery document(s) and appropriate procedures to record the damage.

### ***2.8.3 Process for Acceptance of Deliverable(s)***

See Article 1, Section 1.4.6; the time frames for acceptance and correction will be specified in the purchase order for each individual text.

### ***2.8.4 Acceptance of Deliverable(s)***

(a) The State's obligation to comply with any State Review Period is conditioned on the timely delivery of the Deliverable(s). The State Review Period will begin on the first Business Day following the State's receipt of the Deliverable(s).

(b) The State will inspect the Deliverable to confirm that all components have been delivered without material deficiencies. If the State determines that the Deliverable or one of its components has material deficiencies, the State may reject the Deliverable without performing any further inspection or testing.

(c) The State will only approve a Deliverable after confirming that it conforms to and performs according to its specifications without material deficiency. The State may, in its discretion, conditionally approve a Deliverable that contains material deficiencies if the State elects to permit the Contractor to correct those deficiencies post-approval. The Contractor remains responsible for correcting, within a reasonable time (specified within the purchase order), and at the Contractor's expense, all deficiencies in the Deliverable that remain outstanding at the time of State approval.

(d) If, after three opportunities the Contractor is unable to correct all deficiencies, the State may: (i) demand that the Contractor cure the failure and give the Contractor additional time to do so at the sole expense of the Contractor; (ii) keep the Contract in force and perform, either itself or through other parties, whatever the Contractor has failed to do, and recover the difference between the cost to cure the deficiency and the Contract price plus an additional amount equal to 10% of the State's cost to cure the deficiency; or (iii) fully or partially terminate the Contract for default by giving notice to the Contractor. Notwithstanding the foregoing, the State cannot use, as a basis for exercising its termination rights under this Section, deficiencies discovered in a repeat State Review Period that could reasonably have been discovered during a prior State Review Period.

(e) The State, at any time and in its reasonable discretion, may reject the Deliverable without notation of all deficiencies if the acceptance process reveals deficiencies in a sufficient quantity or of a sufficient severity that renders continuing the process unproductive or unworkable.

#### ***2.8.5 Process for Approval of Written Deliverable(s)***
See Article 1

#### ***2.8.6 Process for Approval of Services***
See Article 1

#### ***2.8.7 Final Acceptance***
Unless otherwise stated in the Statement of Work, "Final Acceptance" of a Deliverable occurs when that Deliverable has been accepted by the State following the applicable State Review Period and the invoice is paid.

### ***2.9 Ownership***
Reserved.

### ***2.10 State Standards***
Reserved.

### ***2.11 Confidentiality***

#### ***2.11.1 Confidential Information***
As used in this Section, "Confidential Information" means all information of the parties, except information that is:

(a) disclosable under the Michigan Freedom Of Information Act (FOIA);

(b) now available or becomes available to the public without breach of this Contract;

(c) released in writing by the disclosing party;

(d) obtained from a third party or parties having no obligation of confidentiality with respect to such information;

(e) publicly disclosed pursuant to federal or state law; or

(f) independently developed by the receiving party without reference to Confidential Information of the furnishing party.

#### ***2.11.2 Protection and Destruction of Confidential Information***
(a) Each party must use the same care to prevent unauthorized disclosure of Confidential Information as it uses to prevent disclosure of its own information of a similar nature, but in no event less than a reasonable degree of care. Neither the Contractor nor the State will: (i) make any use of the Confidential Information of the other except as contemplated by this Contract; (ii) acquire any interest or license in or assert any lien against the Confidential Information of the other; or (iii) if requested to do so, refuse for any reason to promptly return the other party's Confidential Information.

(b) Each party will limit disclosure of the other party's Confidential Information to employees, agents, and Subcontractors who must have access to fulfill the purposes of this Contract. Disclosure to, and use by, a Subcontractor is permissible where: (i) use of a Subcontractor is authorized under this Contract; (ii) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the Subcontractor's scope of responsibility; and (iii) Contractor obligates the Subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor and of any Subcontractor having access to the State's Confidential Information may be required to execute a separate agreement to be bound by the confidentiality requirements of this Section.

(c) Upon termination of the Contract, Contractor must promptly return the State's Confidential Information or certify to the State that Contractor has destroyed all of the State's Confidential Information.

#### ***2.11.3 Exclusions***

The provisions of Section 2.11, Confidentiality, will not apply where the receiving party is required by law to disclose the other party's Confidential Information, provided that the receiving party: (i) promptly provides the furnishing party with notice of the legal request; and (ii) assists the furnishing party in resisting or limiting the scope of the disclosure as reasonably requested by the furnishing party.

#### ***2.11.4 No Obligation to Disclose***

Nothing contained in Section 2.11, Confidentiality, will be construed as obligating a party to disclose any particular Confidential Information to the other party.

#### ***2.11.5 Security Breach Notification***

If Contractor breaches this Section, it must (i) promptly cure any deficiencies in Contractor's internal security controls; and (ii) comply with any applicable federal and state laws and regulations pertaining to unauthorized disclosures. Contractor and the State will cooperate to mitigate, to the extent practicable, the effects of any breach, intrusion, or unauthorized access, use, or disclosure. Contractor must notify the State of any unauthorized use or disclosure of Confidential Information, whether suspected or actual, within 10 days of becoming aware of the use or disclosure or a shorter time period as is reasonable under the circumstances. The State may require Contractor to purchase credit monitoring services for any individuals affected by the breach.

### ***2.12 Records and Inspections***

#### ***2.12.1 Inspection of Work Performed***

The State's authorized representatives, at reasonable times and with 10 days prior notice, have the right to enter the Contractor's premises or any other places where work is being performed in relation to this Contract. The representatives may inspect, monitor, or evaluate the work being performed, to the extent the access will not reasonably interfere with or jeopardize the safety or operation of Contractor's systems or facilities. The Contractor must provide reasonable assistance for the State's representatives during inspections.

#### ***2.12.2 Retention of Records***

(a) The Contractor must retain all financial and accounting records related to this Contract for a period of seven years after the Contractor performs any work under this Contract (Audit Period).

(b) If an audit, litigation, or other action involving the Contractor's records is initiated before the end of the Audit Period, the Contractor must retain the records until all issues arising out of the audit, litigation, or other action are resolved or until the end of the Audit Period, whichever is later.

#### ***2.12.3 Examination of Records***

The State, upon 10 days notice to the Contractor, may examine and copy any of the Contractor's records that relate to this Contract. The State does not have the right to review any information deemed confidential by the Contractor if access would require the information to become publicly available. This requirement also applies to the records of any parent, affiliate, or subsidiary organization of the Contractor, or any Subcontractor that performs services in connection with this Contract.

#### ***2.12.4 Audit Resolution***

If necessary, the Contractor and the State will meet to review any audit report promptly after its issuance. The Contractor must respond to each report in writing within 30 days after receiving the report, unless the report specifies a shorter response time. The Contractor and the State must develop, agree upon, and monitor an action plan to promptly address and resolve any deficiencies, concerns, or recommendations in the report.

#### ***2.12.5 Errors***

(a) If an audit reveals any financial errors in the records provided to the State, the amount in error must be reflected as a credit or debit on the next invoice and subsequent invoices until the amount is paid or refunded in full. However, a credit or debit may not be carried forward for more than four invoices or beyond the termination of the Contract. If a balance remains after four invoices, the remaining amount will be due as a payment or refund within 45 days of the last invoice on which the balance appeared or upon termination of the Contract, whichever is earlier.

(b) In addition to other available remedies, if the difference between the State's actual payment and the correct invoice amount, as determined by an audit, is greater than 10%, the Contractor must pay all reasonable audit costs.

### ***2.13 Warranties***

#### ***2.13.1 Warranties and Representations***

The Contractor represents and warrants:

(a) It is capable of fulfilling and will fulfill all of its obligations under this Contract. The performance of all obligations under this Contract must be provided in a timely, professional, and workmanlike manner and must meet the performance and operational standards required under this Contract.

(b) The Contract appendices, attachments, and exhibits identify the equipment, software, and services necessary for the Deliverable(s) to comply with the Contract's requirements.

(c) It is the lawful owner or licensee of any Deliverable licensed or sold to the State by Contractor or developed by the Contractor for this Contract, and Contractor has all of the rights necessary to convey to the State the ownership rights or licensed use, as applicable, of any Deliverable(s). None of the Deliverable(s) provided by Contractor to the State, nor their use by the State, will infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party.

(d) If the Contractor procures any equipment, software, or other Deliverable(s) for the State (including equipment, software, and other Deliverable(s) manufactured, re-marketed or otherwise sold by the Contractor or under the Contractor's name), then the Contractor must assign or otherwise transfer to the State or its designees, or afford the State the benefits of, any manufacturer's warranty for the Deliverable(s).

(e) The Contract signatory has the authority to enter into this Contract on behalf of the Contractor.

(f) It is qualified and registered to transact business in all locations where required.

(g) Neither the Contractor nor any affiliates, nor any employee of either, has, will have, or will acquire, any interest that would conflict in any manner with the Contractor's performance of its duties and responsibilities to the State or otherwise create an appearance of impropriety with respect to the award or performance of this Contract. The Contractor must notify the State about the nature of any conflict or appearance of impropriety within two days of learning about it.

(h) Neither the Contractor nor any affiliates, nor any employee of either, has accepted or will accept anything of value based on an understanding that the actions of the Contractor, its

affiliates, or its employees on behalf of the State would be influenced. The Contractor must not attempt to influence any State employee by the direct or indirect offer of anything of value.

(i) Neither the Contractor nor any affiliates, nor any employee of either, has paid or agreed to pay any person, other than bona fide employees and consultants working solely for the Contractor or the affiliate, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract.

(j) The Contractor arrived at its proposed prices independently, without communication or agreement with any other bidder for the purpose of restricting competition. The Contractor did not knowingly disclose its quoted prices for this Contract to any other bidder before the award of the Contract. The Contractor made no attempt to induce any other person or entity to submit or not submit a proposal for the purpose of restricting competition.

(k) All financial statements, reports, and other information furnished by the Contractor to the State in connection with the award of this Contract fairly and accurately represent the Contractor's business, properties, financial condition, and results of operations as of the respective dates covered by the financial statements, reports, or other information. There has been no material adverse change in the Contractor's business, properties, financial condition, or results of operation.

(l) All written information furnished to the State by or for the Contractor in connection with the award of this Contract is true, accurate, and complete, and contains no false statement of material fact nor omits any material fact that would make the submitted information misleading.

(m) It will immediately notify DTMB-Purchasing Operations if any of the certifications, representations, or disclosures made in the Contractor's original bid response change after the Contract is awarded.

#### ***2.13.2 Warranty of Merchantability***

The Deliverable(s) provided by the Contractor must be merchantable.

#### ***2.13.3 Warranty of Fitness for a Particular Purpose***

The Deliverable(s) provided by the Contractor must be fit for the purpose(s) identified in this Contract.

#### ***2.13.4 Warranty of Title***

The Contractor must convey good title to any Deliverable(s) provided to the State. All Deliverable(s) provided by the Contractor must be delivered free from any security interest, lien, or encumbrance of which the State, at the time of contracting, has no knowledge. Deliverable(s) provided by the Contractor must be delivered free of any rightful claim of infringement by any third person.

#### ***2.13.5 Equipment Warranty***

Reserved.

#### ***2.13.6 New Deliverable(s)***

The Contractor must provide new Deliverable(s) where the Contractor knows or has the ability to select between new or like-new Unless specified in Article 1, Statement of Work, equipment that is assembled from new or serviceable used parts that are like new in performance is acceptable only where the Contractor does not have knowledge or the ability to select one or the other.

#### ***2.13.7 Prohibited Products***

Shipping of salvage, distressed, outdated, or discontinued goods to any State agency will be considered a material default by the Contractor. The brand and product number offered for all

items will remain consistent for the term of the Contract, unless DTMB-Purchasing Operations has approved a change order under Section 2.3.4, Contract Changes.

#### ***2.13.8 Consequences For Breach***

In addition to any remedies available in law, if the Contractor breaches any of the warranties contained in Section 2.13, Warranties, the breach may be considered a material default.

### ***2.14 Insurance***

#### ***2.14.1 Liability Insurance***

Reserved, Work to be completed at Contractor's location, not on State property.

#### ***2.14.2 Subcontractor Insurance Coverage***

No subcontracts proposed for this Contract.

#### ***2.14.3 Certificates of Insurance and Other Requirements***

Reserved.

### ***2.15 Indemnification***

#### ***2.15.1 General Indemnification***

To the extent permitted by law, the Contractor must indemnify, defend, and hold the State harmless from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor in the performance of this Contract and that are attributable to the negligence or tortious acts of the Contractor, any of its subcontractors, or by anyone else for whose acts any of them may be liable.

#### ***2.15.2 Code Indemnification***

Reserved.

#### ***2.15.3 Employee Indemnification***

In any claims against the State, its departments, agencies, commissions, officers, employees, and agents, by any employee of the Contractor or any of its subcontractors, the indemnification obligation will not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the Contractor or any of its subcontractors under worker's disability compensation acts, disability benefit acts, or other employee benefit acts. This indemnification clause is intended to be comprehensive. Any overlap in provisions, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other provisions.

#### ***2.15.4 Patent/Copyright Infringement Indemnification***

(a) To the extent permitted by law, the Contractor must indemnify and hold the State harmless from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest, and penalties) resulting from any action threatened or brought against the State to the extent that the action is based on a claim that any piece of equipment, software, commodity, or service supplied by the Contractor or its subcontractors, or its operation, use, or reproduction, infringes any United States patent, copyright, trademark or trade secret of any person or entity.

(b) If, in the State's or the Contractor's opinion, any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or its operation, use, or

reproduction, is likely to become the subject of an infringement claim, the Contractor must, at its expense: (i) procure for the State the right to continue using the equipment, software, commodity or service or, if this option is not reasonably available to the Contractor; (ii) replace or modify to the State's satisfaction the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if this option is not reasonably available to Contractor; (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

(c) Notwithstanding the foregoing, the Contractor has no obligation to indemnify or defend the State for, or to pay any costs, damages or attorneys' fees related to, any infringement claim based upon: (i) equipment, software, commodity or service developed based on written specifications of the State; (ii) use of the equipment, software, or commodity in a configuration other than implemented or approved by the Contractor, including any modification of the same by the State; or (iii) the combination, operation, or use of the equipment, software, or commodity with equipment, software, or commodities not supplied by the Contractor under this Contract.

### ***2.15.5 Continuing Obligation***

The Contractor's duty to indemnify under Section 2.15, Indemnification, continues in full force and effect, notwithstanding the expiration or early cancellation of the Contract, with respect to any claims based on facts or conditions that occurred before expiration or cancellation.

### ***2.15.6 Indemnification Procedures***

These procedures apply to all indemnity obligations:

(a) After the State receives notice of an action or proceeding involving a claim for which it will seek indemnification, the State must promptly notify the Contractor of the claim and take, or assist the Contractor in taking, any reasonable action to avoid a default judgment against the Contractor. Failure to notify the Contractor does not relieve the Contractor of its indemnification obligations except to the extent that the Contractor can prove damages attributable to the notification failure. Within 10 days following receipt of notice from the State relating to any claim, the Contractor must notify the State whether the Contractor agrees to assume control of the defense and settlement of that claim (a "Notice of Election"). After notifying the Contractor of a claim and before the State receives the Contractor's Notice of Election, the State is entitled to defend against the claim, at the Contractor's expense, and the Contractor will be responsible for any reasonable costs, including attorney fees, incurred by the State in defending against the claim during that period.

(b) If the Contractor delivers a Notice of Election relating to any claim: (i) the State is entitled to participate in the defense of the claim and to employ counsel at its own expense to assist in handling the claim and to monitor and advise the State about the status and progress of the defense; (ii) the Contractor must, at the request of the State, demonstrate the Contractor's financial ability to carry out its defense and indemnity obligations under this Contract; (iii) the Contractor must periodically advise the State about the status and progress of the defense and must obtain prior approval of the State before entering into any settlement of the claim or ceasing to defend against the claim; and (iv) to the extent that any principles of Michigan governmental or public law may be involved or challenged, the State has the right, at its own expense, to control the defense of that portion of the claim. The State may retain control of the defense and settlement of a claim by notifying the Contractor within 10 days after the State's receipt of the Contractor's information requested by the State under clause (ii) of this paragraph, if the State determines that the Contractor has failed to demonstrate to the reasonable satisfaction of the State the Contractor's financial ability to carry out its defense and indemnity obligations under this Section. Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney

General. In the event the insurer's attorney represents the State under this Section, the insurer's attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

(c) If the Contractor does not deliver a Notice of Election relating to any claim of which it is notified, the State may defend the claim in a manner it deems appropriate, at the cost and expense of the Contractor. If it is determined that the claim was one against which the Contractor was required to indemnify the State, upon request of the State, the Contractor must promptly reimburse the State for all reasonable costs and expenses.

#### ***2.15.7 Limitation of Liability***

Neither the Contractor nor the State is liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability does not apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; or to court costs or attorneys' fees awarded by a court in addition to damages after litigation based on this Contract.

### ***2.16 Termination by the State***

#### ***2.16.1 Notice and Right to Cure***

If the Contractor breaches the Contract, and the State, in its sole discretion, determines that the breach is curable, the State will provide the Contractor notice of the breach and a period of at least 30 days to cure the breach. The State does not need to provide notice or an opportunity to cure for successive or repeated breaches or if the State determines, in its sole discretion, that a breach poses a serious and imminent threat to the health or safety of any person or the imminent loss, damage, or destruction of any real or tangible personal property.

#### ***2.16.2 Termination for Cause***

(a) The State may fully or partially terminate this Contract for cause by notifying the Contractor if the Contractor: (i) breaches any of its material duties or obligations (including a Chronic Failure to meet any SLA); or (ii) fails to cure a breach within the time period specified in a notice of breach provided by the State.

(b) The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees and court costs, and any additional costs the State incurs to procure the Deliverable(s) from other sources. Re-procurement costs are not consequential, indirect, or incidental damages, and cannot be excluded by any other terms otherwise included in this Contract, provided the costs are not in excess of 50% more than the prices for the Deliverable(s).

(c) If the State partially terminates this Contract for cause, any charges payable to the Contractor will be equitably adjusted to reflect those Deliverable(s) that are terminated. The State must pay for all Deliverable(s) for which Final Acceptance has been granted before the termination date. Any services or related provisions of this Contract that are terminated for cause must cease on the effective date of the termination.

(d) If the State terminates this Contract for cause and it is determined, for any reason, that the Contractor was not in breach of the Contract, the termination will be deemed to have been a termination under Section 2.16.3, Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in that Section.

#### ***2.16.3 Termination for Convenience***

The State may fully or partially terminate this Contract for its convenience if the State determines that a termination is in the State's best interest. Reasons for the termination are within the sole discretion of the State and may include: (a) the State no longer needs the

Deliverable(s) specified in this Contract; (b) a relocation of office, program changes, or changes in laws, rules, or regulations make the Deliverable(s) no longer practical or feasible for the State; (c) unacceptable prices for Contract changes; or (d) falsification or misrepresentation, by inclusion or non-inclusion, of information material to a response to any RFP issued by the State. The State may terminate this Contract for its convenience by giving Contractor notice at least 30 days before the date of termination. If the State chooses to terminate this Contract in part, any charges payable to the Contractor must be equitably adjusted to reflect those Deliverable(s) that are terminated.

***2.16.4 Termination for Non-Appropriation***

(a) If this Contract extends for more than one fiscal year, continuation of this Contract is subject to the appropriation or availability of funds. If sufficient funds to enable the State to continue payment are not appropriated or otherwise made available, the State must fully or partially terminate this Contract at the end of the last period for which funds have been appropriated or otherwise made available The State must give the Contractor notice at least 30 days before the date of termination, unless the State receives notice of the non-appropriation or unavailability less than 30 days before the end of the last period for which funds have been appropriated or otherwise made available.

(b) If funding for this Contract is reduced by law, or funds to pay the Contractor for the Deliverable(s) are not appropriated or are otherwise unavailable, the State may, upon 30 days notice to the Contractor, change the Deliverable(s) in the manner and for the periods of time the State may elect. The charges payable under this Contract will be equitably adjusted to reflect any Deliverable(s) not provided because of the reduction.

(c) If the State fully or partially terminates this Contract for non-appropriation, the State must pay the Contractor for all work-in-progress performed through the effective date of the termination to the extent funds are available.

***2.16.5 Termination for Criminal Conviction***

The State may terminate this Contract immediately and without further liability or penalty if the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor is convicted of a criminal offense related to a State, public, or private Contract or subcontract.

***2.16.6 Termination for Approvals Rescinded***

The State may terminate this Contract if any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services under Constitution 1963, Article 11, § 5, and Civil Service Rule 7-1. In that case, the State will pay the Contractor for all work-in-progress performed through the effective date of the termination. The Contract may be fully or partially terminated and will be effective as of the date stated in the notice.

***2.16.7 Rights and Obligations upon Termination***

(a) If the State terminates this Contract for any reason, the Contractor must:

(i) stop all work as specified in the notice of termination;

(ii) take any action that may be necessary, or that the State may direct, to preserve and protect Deliverable(s) or other State property in the Contractor's possession;

(iii) return all materials and property provided directly or indirectly to the Contractor by any entity, agent, or employee of the State;

(iv) transfer title in and deliver to the State, unless otherwise directed, all Deliverable(s) intended to be transferred to the State at the termination of the Contract (which will be provided to the State on an "As-Is" basis except to the

extent the State compensated the Contractor for warranty services related to the materials);

(v) to the maximum practical extent, take any action to mitigate and limit potential damages, including terminating or limiting subcontracts and outstanding orders for materials and supplies; and

(vi) take all appropriate action to secure and maintain State information confidentially in accordance with Section 2.11, Confidentiality.

(b) If the State terminates this Contract under Section 2.16.3, Termination for Convenience, the State must pay the Contractor all charges due for Deliverable(s) provided before the date of termination and, if applicable, as a separate item of payment, for work-in-progress, based on a percentage of completion determined by the State. All completed or partially completed Deliverable(s) prepared by the Contractor, at the option of the State, become the State's property, and the Contractor is entitled to receive equitable compensation for those Deliverable(s). Regardless of the basis for the termination, the State is not obligated to pay or otherwise compensate the Contractor for any lost expected future profits, costs, or expenses incurred with respect to Deliverable(s) not actually completed.

(c) If the State terminates this Contract for any reason, the State may assume, at its option, any subcontracts and agreements for Deliverable(s), and may pursue completion of the Deliverable(s) by replacement contract or as the State deems expedient.

#### ***2.16.8 Reservation of Rights***

In the event of any full or partial termination of this Contract, each party reserves all rights or remedies otherwise available to the party.

#### ***2.16.9 Contractor Transition Responsibilities***

If this Contract terminates under Section 2.16, Termination by the State, the Contractor must make reasonable efforts to transition the performance of the work, including all applicable equipment, services, software, and leases, to the State or a third party designated by the State within a reasonable period of time that does not exceed 30 days from the date of termination. The Contractor must provide any required reports and documentation.

#### ***2.16.10 Transition Payments***

If the transition responsibilities outlined in Section 2.16.9, Contractor Transition Responsibilities, arise based on a termination of this Contract, reimbursement will be governed by the provisions of Section 2.16, Termination by the State. If the transition results from expiration, the Contractor will be reimbursed for all reasonable transition costs (i.e., costs incurred after the expiration within the time period in Section 2.16.9 that result from transition operations) at the Contract rates. The Contractor must prepare an accurate accounting from which the State and the Contractor may reconcile all outstanding accounts.

### ***2.17 Termination by the Contractor***

#### ***2.17.1 Termination***

If the State breaches the Contract and the Contractor, in its sole discretion, determines that the breach is curable, then the Contractor will provide the State with notice of the breach and a time period (not less than 30 days) to cure the breach.

The Contractor may terminate this Contract if the State: (a) materially breaches its obligation to pay the Contractor undisputed amounts due; (b) breaches its other obligations to an extent that makes it impossible or commercially impractical for the Contractor to complete the Deliverable(s); or (c) does not cure the breach within the time period specified in a notice of breach. The Contractor must discharge its obligations under Section 2.20, Dispute Resolution, before it terminates the Contract.

## ***2.18 Stop Work***

### ***2.18.1 Stop Work Order***

The State may, by issuing a Stop Work Order, require that the Contractor fully or partially stop work for a period of up to 90 calendar days, and for any further period to which the parties agree. Upon receipt of the Stop Work Order, the Contractor must immediately take all reasonable steps to minimize incurring costs. Within the period of the Stop Work Order, the State must either: (a) terminate the Stop Work Order; or (b) terminate the work covered by the Stop Work Order as provided in Section 2.16, Termination by the State.

### ***2.18.2 Termination of Stop Work Order***

The Contractor must resume work if the State terminates a Stop Work Order or if it expires. The parties will agree upon an equitable adjustment in the delivery schedule, the Contract price, or both, and the Contract must be modified, if: (a) the Stop Work Order results in an increase in the time required for, or the Contractor's costs properly allocated to, the performance of the Contract; and (b) the Contractor asserts its right to an equitable adjustment within 20 days after the end of the Stop Work Order by submission of a request for adjustment to the State; provided that, the State may receive and act upon the Contractor's request submitted at any time before final payment. Any adjustment will conform to the requirements of Section 2.3.4, Contract Changes.

### ***2.18.3 Allowance of the Contractor's Costs***

If the State fully or partially terminates the work covered by the Stop Work Order, for reasons other than material breach, the termination is a termination for convenience under Section 2.16, Termination by the State, and the State will pay reasonable costs resulting from the Stop Work Order in arriving at the termination settlement. The State is not liable to the Contractor for lost profits because of a Stop Work Order issued under Section 2.18, Stop Work.

## ***2.19 Reserved***

## ***2.20 Dispute Resolution***

### ***2.20.1 General***

(a) The Contractor must submit any claim related to this Contract to the State under Section 2.3.6, Notices, together with all supporting documentation for the claim.

(b) The representatives of the Contractor and the State must meet as often as the parties reasonably deem necessary to gather and furnish to each other all information related to the claim.

(c) During the course of negotiations, each party will honor all reasonable requests made by the other for non-privileged information reasonably related to the claim.

### ***2.20.2 Informal Dispute Resolution***

(a) If, after a reasonable time following submission of a claim under Section 2.20.1, General, the parties are unable to resolve the claim, the parties must meet with the Director of DTMB-Purchasing Operations, or his or her designee, for the purpose of attempting to resolve the dispute without the need for formal legal proceedings.

(b) Within 60 calendar days of the meeting with the Director of DTMB-Purchasing Operations, or such other time as agreed to by the parties, the Director of DTMB-Purchasing Operations will issue a written recommendation regarding settlement of the claim. The Contractor must notify DTMB-Purchasing Operations within 21 days after the recommendation is issued whether the Contractor accepts or rejects the recommendation. Acceptance by the Contractor constitutes the final resolution of the claim addressed in the recommendation, and

the Contractor may not assert that claim in any future litigation or other proceeding between the parties.

(c) The recommendation of the Director of DTMB-Purchasing Operations is not admissible in any future litigation or other proceeding between the parties. The conduct and statements made during the course of negotiations or dispute resolution under Section 2.20, Dispute Resolution, are subject to Michigan Rule of Evidence 408 and are not admissible in any future litigation or other proceeding between the parties.

(d) This section will not be construed to prohibit either party from instituting formal proceedings to avoid the expiration of any applicable limitations period, to preserve a superior position with respect to other creditors, or under Section 2.20.3, Injunctive Relief.

(e) DTMB-Purchasing Operations will not mediate disputes between the Contractor and any other entity, except State agencies, concerning responsibility for performance of work.

#### ***2.20.3 Injunctive Relief***

A claim between the State and the Contractor is not subject to the provisions of Section 2.20.2, Informal Dispute Resolution, where a party makes a good faith determination that a breach of the Contract by the other party will result in damages so immediate, so large or severe, and so incapable of adequate redress that a temporary restraining order or other injunctive relief is the only adequate remedy.

#### ***2.20.4 Continued Performance***

Each party will continue performing its obligations under the Contract while a claim is being resolved, except to the extent the claim precludes performance and without limiting either party's right to terminate the Contract as provided in Section 2.16, Termination by the State or Section 2.17, Termination by the Contractor. A claim involving payment does not preclude performance.

### ***2.21 Disclosure Responsibilities***

#### ***2.21.1 Disclosure of Litigation***

(a) Within 30 days after receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") that arises during the term of this Contract, the Contractor must disclose the following to the Contract Administrator:

(i) A criminal Proceeding involving the Contractor (or any Subcontractor) or any of its officers or directors;

(ii) A parole or probation Proceeding;

(iii) A Proceeding involving the Contractor (or any Subcontractor) or any of its officers or directors under the Sarbanes-Oxley Act; and

(iv) A civil Proceeding to which the Contractor (or, if the Contractor is aware, any Subcontractor) is a party, and which involves (A) a claim that might reasonably be expected to adversely affect the viability or financial stability of the Contractor or any Subcontractor; or (B) a claim or written allegation of fraud against the Contractor (or, if the Contractor is aware, any Subcontractor) by a governmental or public entity arising out of the Contractor's business dealings with governmental or public entities.

(b) Information provided to the State from the Contractor's publicly filed documents will satisfy the requirements of this Section.

(c) If any Proceeding that is disclosed to the State or of which the State otherwise becomes aware, during the term of this Contract, would cause a reasonable party to be concerned about: (i) the ability of the Contractor (or a Subcontractor) to continue to perform this Contract; or (ii) whether the Contractor (or a Subcontractor) is engaged in conduct that is similar in nature to the conduct alleged in the Proceeding and would constitute a breach of this Contract or a violation of federal or state law, regulations, or public policy, then the Contractor

must provide the State all requested reasonable assurances that the Contractor and its Subcontractors will be able to continue to perform this Contract.

#### ***2.21.2 Other Disclosures***

The Contractor must notify DTMB-Purchasing Operations within 30 days of:

(a) becoming aware that a change in the Contractor's ownership or officers has occurred or is certain to occur; or

(b) any changes to company affiliations.

#### ***2.21.3 Call Center Disclosure***

### ***2.22 Extended Purchasing***

#### ***2.22.1 MiDEAL Requirements***

Reserved.

#### ***2.22.2 Cooperative Purchasing***

Reserved.

#### ***2.22.3 State Employee Purchase Requirements***

### ***2.23 Laws***

#### ***2.23.1 Governing Law***

This Contract is governed by, and construed according to, the substantive laws of the State of Michigan without regard to any Michigan choice of law rules that would apply the substantive law of another jurisdiction to the extent not inconsistent with or preempted by federal law.

#### ***2.23.2 Compliance with Laws***

The Contractor must comply with all applicable federal, state, and local laws and ordinances in providing the Deliverable(s).

#### ***2.23.3 Jurisdiction***

Any dispute arising from the Contract must be resolved in the State of Michigan. With respect to any claim between the parties, the Contractor consents to venue in Ingham County, Michigan, and irrevocably waives any objections to this venue that it may have, such as lack of personal jurisdiction or *forum non conveniens*. The Contractor must appoint agents in the State of Michigan to receive service of process.

#### ***2.23.4 Nondiscrimination***

In the performance of the Contract, the Contractor agrees not to discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, or physical or mental disability. The Contractor further agrees that every subcontract entered into for the performance of this Contract will contain a provision requiring non-discrimination in employment, as specified here, binding upon each Subcontractor. This covenant is required under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq*., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq*., and any breach of this provision may be regarded as a material breach of the Contract.

### ***2.23.5 Unfair Labor Practices***

Under 1980 PA 278, MCL 423.321, *et seq*., the State must not award a Contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled under MCL 423.322. This information is compiled by the United States National Labor Relations Board. A Contractor of the State, in relation to the Contract, must not enter into a contract with a Subcontractor, manufacturer, or supplier whose name appears in this register. Under MCL 423.324, the State may void any Contract if, after award of the Contract, the name of the Contractor as an employer or the name of the Subcontractor, manufacturer or supplier of the Contractor appears in the register.

### ***2.23.6 Environmental Provision***

Reserved.

### ***2.23.7 Freedom of Information***

This Contract and all information submitted to the State by the Contractor is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, *et seq*.

### ***2.23.8 Workplace Safety and Discriminatory Harassment [Deleted, Not Applicable]***

### ***2.23.9 Prevailing Wage [Deleted, Not Applicable]***

### ***2.23.10 Abusive Labor Practices***

The Contractor may not furnish any Deliverable(s) that were produced fully or partially by forced labor, convict labor, forced or indentured child labor, or indentured servitude.

"Forced or indentured child labor" means all work or service (1) exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or (2) performed by any person under the age of 18 under a contract the enforcement of which can be accomplished by process or penalties.

## ***2.24 General Provisions***

### ***2.24.1 Bankruptcy and Insolvency***

The State may, without prejudice to any other right or remedy, fully or partially terminate this Contract and, at its option, take possession of the work-in-progress and finish the work-in-progress by whatever method the State deems appropriate if:

(a) the Contractor files for bankruptcy protection;

(b) an involuntary petition is filed against the Contractor and not dismissed within 30 days;

(c) the Contractor becomes insolvent or a receiver is appointed due to the Contractor's insolvency;

(d) the Contractor makes a general assignment for the benefit of creditors; or

(e) the Contractor or its affiliates are unable to provide reasonable assurances that the Contractor or its affiliates can provide the Deliverable(s) under this Contract.

Contractor will place appropriate notices or labels on the work-in-progress to indicate ownership by the State. To the extent reasonably possible, work-in-progress must be stored separately from other stock and marked conspicuously with labels indicating State ownership.

### ***2.24.2 Media Releases***

News releases (including promotional literature and commercial advertisements) pertaining to the RFP and this Contract or the project to which it relates will not be made without prior approval by the State, and only in accordance with the instructions from the State.

### ***2.24.3 Contract Distribution***

DTMB-Purchasing Operations retains the sole right of Contract distribution to all State agencies and local units of government unless other arrangements are authorized by DTMB-Purchasing Operations.

### ***2.24.4 Permits***

Contractor must obtain and pay any associated costs for all required governmental permits, licenses, and approvals for the delivery, installation, and performance of the Contract.

### ***2.24.5 Website Incorporation***

The State is not bound by any content on the Contractor's website unless incorporated directly into this Contract.

### ***2.24.6 Future Bidding Preclusion [Deleted, Not Applicable]***

### ***2.24.7 Antitrust Assignment***

The Contractor assigns to the State any claim for overcharges resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract.

### ***2.24.8 Disaster Recovery***

Contractor and the State recognize that the State provides essential services in times of natural or man-made disasters. Therefore, except as mandated by federal disaster response requirements, Contractor personnel dedicated to providing Deliverable(s) under this Contract will provide the State with priority.

### ***2.24.9 Legal Effect***

The State is not liable for costs incurred by the Contractor or for payment(s) under this Contract until the Contractor is authorized to perform under Section 1.2.4, Ordering.

### ***2.24.10 Entire Agreement***

This Contract constitutes the entire agreement between the parties and supersedes all prior agreements, whether written or oral, with respect to the subject matter. All attachments referenced in this Contract are incorporated in their entirety and form part of this Contract.

### ***2.24.11 Order of Precedence***

Any inconsistency in the terms associated with this Contract will be resolved by giving precedence to the terms in the following descending order:

(a) Mandatory sections (2.1.1, Contract Term, 2.24.9, Legal Effect, 2.2.2, Payment Deadlines, 2.15, Indemnification, 2.16, Termination, 2.23, Governing Law;

(b) The most recent Statement of Work related to this Contract;

(c) All sections from Article 2 - Terms and Conditions, not listed in subsection (a);

(d) Any attachment or exhibit to the Contract documents;

(e) Any Purchase Order, Direct Voucher, or Procurement Card Order issued under the Contract; and

(f) Bidder Responses contained in any of the RFP documents.

### ***2.24.12 Headings***

The captions and section headings used in this Contract are for convenience only and may not be used to interpret the scope and intent of this Contract.

### ***2.24.13 Form, Function and Utility***

If this Contract is for statewide use, but the Deliverable(s) does not the meet the form, function, and utility required by a State agency, that agency may, subject to State purchasing policies, procure the Deliverable(s) from another source.

### ***2.24.14 Reformation and Severability***

Each provision of the Contract is severable from all other provisions of the Contract. If any provision of this Contract is held unenforceable, then the Contract will be modified to reflect the parties' original intent. All remaining provisions of the Contract remain in full force and effect.

### ***2.24.15 Approval***

Unless otherwise provided in this Contract, approval(s) must be in writing and must not be unreasonably withheld or delayed.

### ***2.24.16 No Waiver of Default***

Failure by a party to insist upon strict adherence to any term of the Contract does not waive that party's right to later insist upon strict adherence to that term, or any other term, of the Contract.

### ***2.24.17 Survival***

The provisions of this Contract that impose continuing obligations, including warranties, indemnification, and confidentiality, will survive the expiration or termination of this Contract.

**Attachment A**
**Braille Text Book Error Sheet Sample (3 Pages)**

# K&R Braille Error Sheet

pg 1 of 3

**Catalog #** HOLT WESTERN WORLD **Date** 9/27/10

**Proofreader** CV **Volume** 13

**Copyholder** MN **Nemeth** Literary

| Print Page | Braille Page | Line # | Error |
|---|---|---|---|
| 438 | 14 | 4 | incorrect word - should be "Historic" |
| 439 | 17 (braille) | | missing "plus sign" after 95 - is in print |
| 439 | 19 (braille) | | missing "plus sign" after 95 - is in print |
| 440 | 23 | 2 | misbrailled - should be "modern" |
| 440 | 23 | 8 | unnecessary punctuation |
| 440 | 23 | 12 | incorrect word |
| 441 | 23 | 22 | unnecessary hyphen + extra space |
| 441 | 23 | 24 | unnecessary hyphen + extra space |
| 441 | 24 | 3 | extra text |
| 441 | 29 (braille) | | Key + map do not match - should be "GN" according to Key for Geneva |
| 441 | 31 | 17 | missing period after #3 |
| 441 | 31 | 25 | missing differentiation to match print |
| 442 | 33 | 25 | misbrailled |
| 442 | 34 | 4 | misbrailled |
| 442 | 34 | 6 | misbrailled - Should be "Romansh" |
| 442 | 34 | 7 | misbrailled |
| 443 | 37 | 19 | missing differentiation to match print |
| 443 | 37 | 22 | consistent error - missing differentiation to match print text - braille reader will continue to mark - no longer recorded, review carefully |
| 446 | 49 | 21 | missing text "of it's Farmland" |

# K&R Braille Error Sheet

pg 2 of 3

Catalog # HOLT WESTERN WORLD

Date 9/27/10

Proofreader CV

Volume 13

Copyholder MN

Nemeth (Literary)

| Print Page | Braille Page | Line # | Error |
|---|---|---|---|
| 447 | 53 (tactile) | | Key & map do not match label for Norway |
| | | | Should be "NW" have "NO" on map |
| 449 | 59 | 14 | missing space |
| 449 | 61 | 6 | Key out of alphabetical order |
| 450 | 68 | 8 | unnecessary hyphen |
| 456 | 93 | 18 | misbrailled - should be "Places" |
| 460 | 102 | 17 | extra space |
| 460 | 104 | 10 | please include a transcribers note with a |
| | | | description of photo - or note to ask teacher - it is |
| | | | needed to provide clarity & to answer question |
| 461 | 105 | 6 | incorrect word |
| 464 | 116 | 9 | consistent error: misbrailled - should "modern" |
| | | | have "modem" in braille, braille reader will |
| | | | continue to mark - no longer recorded, review carefully |
| 464 | 119 (tactile) | | missing labels "A, B, & E" on map - are in key |
| 465 | 123 (tactile) | | missing label "4" & misbrailled - please visit & rebraille |
| 465 | 122 | 24 | missing "3" in persons per square mile |
| 467 | 128 | 22 | missing text - "go.hrw.com & keyword: SS7 CH19" |
| 467 | 131 (tactile) | | missing label "CR" for Croatia, missing label |
| | | | "HU" for Hungary on map - they are on key. |
| 468 | 133 | 25 | missing space |
| 471 | 147 | 9 | incorrect word |

# K&R Braille Error Sheet

Catalog # HOLT WESTERN WORLD

Date 9/27/10 pg 3 of 3

Proofreader CV

Volume 13

Copyholder MN

Nemeth Literary

| Print Page | Braille Page | Line # | Error |
|---|---|---|---|
| 471 | 148 | 14 | missing text - for # 1 b.) "Make Inferences" |
| 473 | 159 (textile) | | missing label "PO" for Poland, also missing "Hu" label for Hungary and have "BL" label for Belorussia misplaced |

## Attachment B, Pricing

Quoting the pricing for books currently is an assessment using the following criteria:

- Print/Braille ratio; proper Braille code utilization
- Number of tactile graphics
- Number of pages
- Proper formatting (BANA Code requirements)
- **Maximums** allowable per page by type:
    - $3.00 per page for Tactile Graphics
    - $3.75 per page for Nemeth Code
    - $2.50 per page for Literary Braille
    - $4.00 per page for Music Braille

**The following considerations must be incorporated into Price Proposals:**

Each publisher's individual copyrighted edition is unique. Therefore, an individual evaluation is necessary per textbook to determine:

- Print/Braille ratio; proper Braille code utilization
    - Example: A map of the underground railroad in Braille would be minimally 4 pages in Braille with no text consideration).
    - Example: One Geometry print page illustrating graph plotting can utilize 14 plus pages in Braille.
- BANA formatting guidelines
  Each code requires format and layout consideration (Federal regulations define where the margin information is to be placed according to its location on the print page for easy reading by the student)
- Consideration for the production and presentation method is necessary in each text regarding what is most convenient for the student. Also which method is the most cost effective single (sided or interpoint) for our production while remaining within the federal guidelines.

Transcriber's Guidelines:
Team Approach: A transcriber currently may take 100 pages and work as a team in order to complete the text instead of completing a textbook on their own. In these cases the team approach allows the book to be completed faster and reach the hands of the students in a shorter amount of time.

Flexibility on a per project basis: A transcriber must be able to work within a group of transcribers (team approach) in order to expedite the completion of a textbook needed for a student in a timely manner. Ex: A student arrives on the first day of school and has no Braille textbooks. If it is not available to borrow or has never been transcribed, it is essential to get this transcribed as soon as possible. A team approach can and does make this possible for the student.

A transcriber must be current and up-to-date in the Braille Authority of North America (BANA) guidelines. A yearly national workshop is held in order to provide this information. **There is no certificate given for attendance, but SBCEU's are available.**

Transcribed materials must be proofread by both a sighted and an individual who is blind to assure accuracy. If there are mistakes the transcriber is provided a worksheet listing all errors. They must correct and re-submit their work for a re-check. **The transcriber's must have the ability to meet deadlines.**