# NIMAC RFS for Braille Transcriber Training “Cheat Sheet”

# **SUPPLEMENT A - APH’S INFORMATION AND REQUIREMENTS**

## 1.1 CONTACT INFORMATION

APH: National Instructional Materials Access Center, American Printing House for the Blind

APH Representative: Nicole Gaines

Title: Director, Resource Services & NIMAC

Email address: [ngaines@aph.org](mailto:ngaines@aph.org)

## 1.2 PROJECT INFORMATION

Project Name: National Instructional Materials Access Center

Service Category: Instruction/Training

**Project Start** **Date is** **Flexible**: Between March 1, 2022, and May 1, 2022

**Project End** **Date is** **Flexible**: Before June 30, 2022

## 1.3 BACKGROUND INFORMATION

The Individuals with Disabilities Education Act of 2004 (IDEA) created the National Instructional Materials Access Center (NIMAC) to serve as the national source file repository for K-12 instructional materials. The NIMAC receives source files from publishers and makes the files available to states for use in the production of accessible formats such as braille, large print, DAISY and EPUB, for use by qualifying students in elementary and secondary schools.

To date, the NIMAC has received over 67,000 files in the National Instructional Materials Accessibility Standard (NIMAS) format from 160+ publishers.

AMPs, including braille transcribers, are essential to the success of state systems for providing accessible formats to the students who require them. To support these users of the NIMAC, the NIMAC seeks to contract with one or two skilled transcriber-trainers to provide modular instruction in how to use NIMAS files in the production of embossed braille textbooks.

In the spring of 2022, the NIMAC will sponsor free training to transcribers in the use of Duxbury and Braille 2000 to produce braille textbooks from NIMAS files. The selected trainer(s) will be paid to develop and provide the training, while the courses themselves will be made available free of charge to transcribers, and also archived for independent use going forward. (See Section 1.4 for the complete details and scope of work for this project.)

## **1.4 APH’S REQUIREMENTS**

**Scope of Services and Deliverables**

**Basic Requirements**

1. APH seeks to provide two courses: one for users of **Duxbury**, and another for users of **Braille 2000**. In your proposal, please clarify which course you are interested in providing. Vendors are welcome to submit a proposal for one **or** both trainings.
2. The trainer(s) selected must be certified by the Library of Congress in Literary Braille Transcription and by the National Braille Association in Braille Formats. A letter of proficiency in UEB is also acceptable. Knowledge of Nemeth preferred but not required.
3. The proposed training must provide all of the core instruction that a newly certified transcriber would need to successfully handle their first textbook transcription project using a NIMAS file and the selected braille translation software.
4. The suggested structure is to begin the modules with literary braille “basics” and then progress to more advanced topics, such as how to handle math and science content.

**Training Details**

1. The content of the instruction should include all the basic steps of transcription “from NIMAS to .brf” for an embossed braille textbook, using the selected software.
2. If additional tools/utilities are an essential part of the workflow you are covering (e.g., NIMPRO, Word with BANA Template, BrailleBlaster or other software), instruction should include how these tools are used in the workflow.
3. Production of tactile graphics is **not** within scope for this training; however, if you utilize images in the NIMAS file set as a starting point for graphics, this may be briefly mentioned.
4. Training on how to provide good image descriptions is also **not** within scope.
5. While not required, one possible approach is for the trainer(s) to identify 1-2 textbooks that they have already fully transcribed and use these as the basis for the training.
6. Whatever NIMAS files are chosen for the training, the NIMAC will assist by reaching out to the publisher to request permission to use the material in the training webinars. (Note: If publisher permission is denied for a specific file, then another title may have to be used.)
   1. The NIMAC contains a range of student-facing materials. For the training, a textbook of adequate complexity to cover expected textbook structures will need to be chosen.
   2. More than one file/textbook example may be presented to cover different aspects of braille production, if desired.
   3. In addition to the overall structure of a textbook, the common structures below must be included in the training:
      1. Table of Contents
      2. Glossary
      3. Index
      4. Sidebars
      5. A table, chart or graphic that spans pages
      6. Line numbered text/poetry
      7. Math/MathML
      8. Footnotes
      9. A long chapter that has to be split between volumes
      10. Pronunciation keys
      11. Poetry
      12. Print page numbers

**Training Delivery**

1. For delivery, the training should be “modular,” meaning that the archived training sessions can easily be broken into smaller sections for posting and future reference.
   1. Live sessions can be planned for 45 minutes to one hour, but internally, each session should be broken into smaller segments that could be archived as self-contained, short videos.
   2. These topic segments can vary in length but ideally would not be longer than 10-15 minutes each.
2. We anticipate that the complete training will not exceed 3-5 hours for each course. (In other words, we will offer one 3-5 hour course for Duxbury, and another 3-5 hour course for Braille 2000.)
3. **Please ensure that you specify in your proposal if you are interested in providing the Duxbury course, the Braille 2000 course, or both.**
4. An outline/syllabus should be provided that clarifies what content will be covered in each session.
5. If accompanying materials will be developed for distribution to students, these need to be fully accessible. The NIMAC can assist in providing accessibility guidance to ensure materials are accessible. We can also provide an accessible PowerPoint template for use by the instructor.
6. The NIMAC will provide access to Zoom. The selected trainer will not need to provide their own Zoom account in order to deliver the trainings.

**Administrative Services and Supplies –** With the exception noted above under 16, all administrative services and supplies used by the Vendor to complete the Services will be provided to APH at no additional charge.

Preference is given to applications from small businesses, minority-owned firms, and women's business enterprises**.SUPPLEMENT B - SUBMISSION FORM**

Request for Services Number: NG2128801

To: American Printing House for the Blind, Inc.

(a) The full legal name of the Vendor is:

(b) Please identify any other relevant name under which the Vendor conducts business:

(c) The Vendor’s address, telephone number and email address are:

(d) Please identify the contact person for this RFS and provide their telephone number and email address:

(e) Describe the qualifications and experience of the Vendor to conduct the training described in Section 1.4. Include in this description:

* the education, training, and experience of the staff to work on this project (please submit staff resume or CV with the submission form);
* information regarding similar training conducted by the staff; and
* the contact information for two (2) references for transcription and/or training work performed within the last 5 years.

(f) Describe the approach the Vendor will use to provide the training described in Section 1.4. Ensure that all requirements are addressed and include information regarding:

* the number of anticipated training hours;
* a draft syllabus/outline of the course;
* any background resources or training materials proposed to be supplied to participants in the training

(g) Complete and submit the Pricing Schedule as “Schedule A” along with the Submission Form. (See section 2.2.1 for details on how to submit your proposed budget for the project.)

**Note: There is not a designated form for supplying the Pricing Schedule; however, it must be submitted as a separate Word or PDF file.**