



TO: All IUC-PG Member Institutions
Ai-Media Technologies LLC
Partners Interpreting LLC
Rev.com

October 21, 2022

**IUC-PG Agreement UN22-224
Captioning Services**

This agreement is for the provision of Captioning Services for the State of Ohio Institutions of Higher Education as represented on the IUC-PG roster.

The agreement is based upon a competitive RFP conducted by the Inter-University Council Purchasing Group (UN22-224 Captioning Services). The term of this agreement shall commence on October 21, 2022 and shall terminate on September 30, 2025. By mutual consent, the agreement may be renewed for two (2) additional years, one year at a time, subject to mutual agreement of both parties. The IUC-PG reserves the right to cancel this agreement with the supplier according to the Cancellation/Termination clause in the RFP. The IUC-PG reserves the right to extend the resultant agreement(s) beyond the normal expiration date if the IUC-PG determines it to be in their best interest and the selected supplier(s) agree(s) to the extension.

The provisions expressed in Request for Proposal (RFP) (UN22-224), the RFP response from the selected vendor, several negotiated items noted herein, and Attachment A and B are made part of this contract. Please see Attachment B for specific service and pricing details.

For additional information or details, please contact the IUC-PG (info@iucpg.com)

Administrative Fee: *Suppliers will provide to the Inter-University Council Purchasing Group (IUC-PG), a Contract Administrative Fee (CAF), to be calculated quarterly, which is equivalent to one and one-half of one percent (.50%) of the total invoice amounts of all orders shipped pursuant to this Agreement during each calendar year. These fees are to offset the expenses of the IUC-PG in administering this Agreement and are disclosed to and approved by its Members. The selected supplier(s) is required to complete its Quarterly Usage Reports online through the IUC-PG website. The Administrative Fee due shall be made payable upon receipt of invoice to The Inter-University Council Purchasing Group paid by ACH, online or sent to the following address within 30 days from the end of each quarter: The Ohio State University, Accounts receivable, PO Box 182905, Columbus, Ohio 43218-2905. As a part of the new invoicing process, any fees that go unpaid 60+ days after the invoice due date will be sent to OSU collections and will incur an additional fee to be passed on to the supplier.*

(Signature on File)
Jennifer March-Wackers
Executive Director, IUC-PG