

2023 RNIB British Braille Magazines

Draft Statement of Work

C1. OVERVIEW / BACKGROUND. The Library of Congress (Library) requires contract support to deliver braille magazines to its patrons in the United States from the Royal National Institute of the Blind (RNIB), London, England. The National Library Service for the Blind and Physically Handicapped (NLS) maintains a collection of braille and audio books and magazines that are distributed to over 500,000 blind and handicapped patrons.

C2. SCOPE. This proposed purchase is for four (4) braille magazines produced by the Royal National Institute for the Blind: Braille Chess, Conundrum, Short Stories, and Music. There are no other vendors that produce these braille magazines, anywhere in the world.

C3. REQUIREMENTS. Magazines will be provided at their periodic interval to a designated location as specified by NLS for distribution to the NLS patrons.

C3.1. Braille Chess Magazine – 125 copies per quarter (500 annually)

C3.2. Short Stories – 465 copies per month (5580 annually)

C3.3. Braille Music Magazine – 220 copies per month (2640 annually)

C3.4. Braille Conundrum – 475 copies per month (5700 annually)

C4. CONTRACT PERFORMANCE

C4.1. SCHEDULE OF EVENTS/DELIVERABLES

Magazines will be delivered per their delivery schedule (monthly or quarterly)

Paragraph reference	Description of Event/Deliverable	Due date/Payment schedule
C3.1	Braille Chess Magazine	Last day of quarter
C3.2	Short Stories	Last day of month
C3.3	Braille Music Magazine	Last day of month
C3.4	Braille Conundrum	Last day of month

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Magazines shall be delivered to the NLS distributor as follows:

SeeWriteHear
7303 E Earll Drive
Suite 100
Scottsdale, AZ 85251

C5. ADDITIONAL INFORMATION

C5.1. PLACE OF PERFORMANCE. The work to be performed under the contract will be performed at the contractor facility.

C5.2. HOURS OF OPERATION. The contractor is responsible for conducting business between the hours of during their normal work hours Mondays through Fridays, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.