

15/16 COMPL

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001080809

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
04/06/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
808991 HARRELLK GALLARZC	04CYPH144	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Vendor: 0000036227
VIDEO CAPTION CORPORATION
88 HUNNS LAKE ROAD
STANFORDVILLE NY 12581

Phone: (800) 705-1203
Fax: (800) 705-1207

email: tsthomas@vicaps.com

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	CLOSED CAPTIONING OF VIDEOS PER 03/17/2015 E-MAIL QUOTE	1.00 JOB	3,635.00	3,635.00	04/20/2015

REFERENCE E-MAIL FROM tsthomas@vicaps.com, DATED 03/17/2015 FOR PRICING QUOTE.

Sub Total Amount	3,635.00
Sales Tax Amount	0.00
Total PO Amount	3,635.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.VTEA	21330	00000	316C	3,635.00	2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

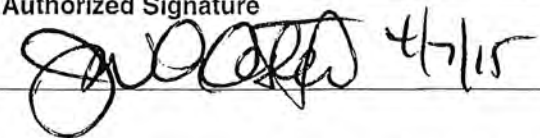
<http://www.losrios.edu/purchasing/povalidation>

5/26 NO INV in PS
7/29 NO INV in PS

PD 10/08/15 \$3635 94722554

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature



Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Los Rios Community College District

Requisition

Page 1 of 1

FLC BUSINESS SERVICES

Req. No. **808991**
P.O. NO.

Vendor Code
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 3-17-15
 VENDOR VideoCaption Corporation
 ADDRESS 88 Hunns Lake Road
 CITY Stanfordville STATE NY ZIP 12581
 PHONE 800)705-1204 FAX 800)705-1207

2015 MAR 20 PM 3:16

DELIVERY INSTRUCTIONS	
<u>04 CYPH144</u>	
Location Code	Date Required
<u>FLC</u>	<u>PSE</u>
College/District Location	Department
<u>AR 05</u>	<u>3131AS</u>
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	<u>Closed captioning of videos as per quote</u>				\$3635-
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax
This purchase is in compliance with the requirements of <u>VTEA</u>		
Program Director/Coordinator Signature <u>Kim Howell</u> For grants/special projects <u>316C</u>	Program Name Project/Grant Number	Total \$3635-
Program Goal/Objective Number/Explanation		

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: Kim Howell TYPED/PRINT DATE 3-17-15
 REQUESTED BY: Kim Howell SIGNATURE DATE 3-17-15
 AUTHORIZED: Kim Howell DEAN OR AUTHORIZED SIGNATURE DATE 3-17-15
 APPROVED: Stephanie Gubler VICE PRESIDENT, ADMINISTRATION DATE 3/20/15

<u>GENFD / 4300 / 12 / FL.VI.VTEA</u>				
Bus. Unit	Account	* Fund	Org	
<u>21330</u>	<u>00000</u>	<u>2015</u>	<u>316 C</u>	\$ <u>3635-</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
/	/	/	/	
Bus. Unit	Account	* Fund	Org	
/	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

*** Asset Location** - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code _____ Dept. _____

Building _____ Room No. _____


Instructions on Reverse

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole Source Purchase Justification

Vendor: VideoCaption Corporation Requisition No: 808991
Commodity/Service: Close captioning of videos
Estimated annual expenditure for the above commodity or service: \$: 3,635.00

Pursuant to Purchasing Policy, Sole Source purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfils that requirement.

Initial all entries below that apply to the proposed purchase. Attach support documentation justification memo as described below (More than one entry will apply to most sole source products/services for purchase requested).

1. _____ SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed).
2. _____ SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturers — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed).
3. _____ THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum).
4.  _____ THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application).
5. _____ THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request).
6. _____ CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)PURCHASE CONTRACT NO: _____
7. _____ "PIGGY-BACK"/UMBRELLA PURCHASE ON ANOTHER GOVERNMENT ENTITY'S CONTRACTS
8. _____ NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests commodities and services to be procured from the vendor identified as the sole source supplier of the service or material described in this sole source justification and is authorized as a sole source for the service or material.

Kern Harrell 4-7-15
AUTHORIZED SIGNATURE DATE

SOLE SOURCE AUTHORIZATION: (PURCHASING USE ONLY)

APPROVED **DISAPPROVED**

By: _____ Date: _____ Guidelines Div. #: _____

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole Source Purchase Justification

Date: 4/7/15

To: LRCCD Purchasing & Brenda Haney - FLC BSO

From: Jeanne Plews

Subject: Justification Requirements for Sole-Source Procurements

Requisition No. 808991

Vendor Name: Video Caption Corp.

SOLE-SOURCE ITEMS

Sole-source items are those items which perform a certain function for which no other items are known to exist. In a highly technological society, either patents or a clearly superior product may perform a function that limits you to a sole source. If it is economically advantageous and critical for its use in conjunction with instruction or operation to use such a product, then it is suggested that you do so. Justification for specifying such items is extremely important and should be clearly stipulated. Sole-source situations can be minimized by your using performance specifications and request for quotes (RFQ's).

Competitive bidding is not a thoroughly suitable purchase method for sole-source items. It is best to advertise for bids on an "approved equal" basis; if no bids are offered, proceed to negotiate a fair and reasonable price with the sole source. When only one bid is received, you may have a sole-source situation if you believe that no other competitive sources are available.

Sole-source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

The following represents factors that might justify sole source:

1. What capability does the proposed vendor have that is critical to the specific effort and make the vendor clearly unique compared to other vendors in the same general field?
2. What prior experience of a highly specialized nature does the proposed vendor have that is vital to the proposed effort?
3. What facilities, staffing, and/or equipment does the proposed vendor have that are specialized and vital to the commodities or services required?
4. Does the proposed vendor have a substantial investment that would have to be duplicated at the District's expense by another vendor entering the field?
5. If schedules are involved, why are they critical and why can the proposed vendor best meet them?

The enclosed form should be completed and submitted with your Requisition for justification.



F O L S O M L A K E C O L L E G E
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER

10 College Parkway, Folsom, CA 95630 ■ 916-608-6500 ■ www.flc.losrios.edu

Date: April 7, 2015

To: Brenda Haney, Business Services Office

From: Jeanne Plews, Admin. Asst., FLC Athletics

Subject: Justification for Sole Source Procurement
Vendor: Video Caption Corporation Requisition Number: 808991

Memorandum of Explanation supporting Video Captioning Corporation as sole source for above requisition.

We need to use this vendor for close captioning on newly purchased DVD's. Video Captioning Corporation is the only known vendor that can provide this quality service.

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825

Phone (916) 568-3071 FAX (916) 568-3145

Purchasing Department

lrccdpurchase@losrios.edu



Sacramento City College

American River College

Cosumnes River College

Folsom Lake College

CONFLICT OF INTEREST STATEMENT

This is to certify that the undersigned employee(s) has/have no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for service, equipment and/or material represented by the referenced requisition.

(Pursuant to District Regulation R-8323 and District Policy P-8611

This form must be signed and submitted with the Purchase Requisition (GS Form 127) for those transactions listed below.)

- ❖ Sole Source
- ❖ Professional Service Agreements

- ❖ Service Agreements (GS Form 78: Rev. 2/2012)
- ❖ Selection Committee Recommendations (formal process)

READ CAREFULLY BEFORE SIGNING:

Kim Harnell 4-7-15

Employee/Date

Selection Committee Member/Date

808991

Requisition Number

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

OFFICIAL USE ONLY:

PURCHASE ORDER#	
BUYER/DATE:	

Harrell, Kim

From: Tiffany S. Thomas <tstthomas@vicaps.com>
Sent: Tuesday, March 17, 2015 10:43 AM
To: Harrell, Kim
Cc: 'Rita Caswell'; traffic@vicaps.com
Subject: FW: captioning videos

Hi Kim,

Thought it might be easier if I emailed you all the of the information. I called the Firefighters Bookstore who were very helpful and had all of the video run times. Firstly, "Flashover" by Vincent Dunn which was on your original list is a DVD, and not a book as I assumed, with a video run time of 20 minutes. The run times for the five videos included in the "Collapse of Burning Buildings DVD Series" by Vincent Dunn are 21, 17, 17, 19 and 21 minutes. Therefore, we would be adding an additional 115 video minutes to your project and we would have to author another DVD bringing the total to 4.

Revised Pricing: \$3,635.00 (discounted)

Please let me know if I can help you further!

All the best,

Tiffany

Tiffany Thomas
Customer Service



NEW YORK | BURBANK

800-705-1204 (phone)
800-705-1207 (fax)

tstthomas@vicaps.com
www.vicaps.com

From: Tiffany S. Thomas [mailto:tstthomas@vicaps.com]
Sent: Friday, March 13, 2015 3:03 PM
To: 'Harrell, Kim'
Cc: 'Rita Caswell'; 'traffic@vicaps.com'
Subject: RE: captioning videos

Hi Kim,

Thank you for your reply. I might be able to work with you a bit on the price. I did already discount our services as it's for a university.

Please let me know if I can help you further.

All the best,

Tiffany

Tiffany Thomas
Customer Service



NEW YORK | BURBANK

800-705-1204 (phone)
800-705-1207 (fax)

tsthomas@vicaps.com
www.vicaps.com

From: Harrell, Kim [mailto:HarrelK@fcl.losrios.edu]
Sent: Thursday, March 12, 2015 10:36 PM
To: 'Tiffany S. Thomas'
Cc: 'Rita Caswell'; traffic@vicaps.com
Subject: RE: captioning videos



Good evening Tiffany,
No questions, just still a little rocked by the sticker price! Wow! I will have to see if I can come up with the funds.

Kim Harrell, PhD | Dean of Workforce Development, Kinesiology, Health, & Athletics
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6686 | f. 916.608.6761 | harrelk@fcl.losrios.edu | www.fcl.losrios.edu

From: Tiffany S. Thomas [mailto:tsthomas@vicaps.com]
Sent: Wednesday, March 11, 2015 12:08 PM
To: Harrell, Kim
Cc: 'Rita Caswell'; traffic@vicaps.com
Subject: FW: captioning videos

Hi Kim,

Just checking in to see if you have any additional questions on your captioning quote.

We would love to work with you on this project.

All the best,

Tiffany

Tiffany Thomas
Customer Service



NEW YORK | BURBANK

800-705-1204 (phone)

800-705-1207 (fax)

tstomas@vicaps.com

www.vicaps.com

From: Tiffany S. Thomas [<mailto:tstomas@vicaps.com>]

Sent: Monday, March 09, 2015 1:40 PM

To: 'Harrell, Kim'

Cc: 'Rita Caswell'; traffic@vicaps.com

Subject: RE: captioning videos

Hi Kim,

It was a pleasure to speak with on Friday. I've reviewed your video links and have provided an estimate below. Could the last title on your list, "Flashover" by Vincent Dunn, be a book? This is the title without video run times and it's listed under the "book" section of the Firefighter website. Because I don't have video runtimes for this title it's not included in the quote.

The following titles are included:

<http://www.firebooks.com/products/bread-butter-operations-ground-ladders> 33 minutes

<http://www.firebooks.com/products/bread-butter-operations-fire-streams#detail-description> 31 minutes

<http://www.firebooks.com/products/bread-butter-operations-initial-attack-lines#detail-description> 26 minutes

<http://www.firebooks.com/products/tools-of-the-trade-dvd-series#detail-description> this looks like 4 videos on one DVD, #1 22 minutes, #2 35 minutes, #3 22 minutes, #4 22 minutes.

<http://www.firebooks.com/products/tactical-perspectives-dvd-series#detail-description> this looks like 5 videos on one DVD. The total time of 151 minutes is given, but not the time for each video.

The total number of video minutes to be closed captioned in English would be 342. We could condense the video programs onto 3 DVD's. Each DVD would be authored with a simple menu allowing the viewer to select an individual title to be viewed. The closed captions would be controlled on the monitor level, allowing them to be turned off and on.

Pricing: \$2,725.00

The price includes extracting the videos from various DVD's, transcription, captioning, DVD authoring, and DVD stock.

We would love to work with you on this project! I'll follow up with you to see if you have any additional questions.

All the best,

Tiffany

Tiffany Thomas
Customer Service



NEW YORK | BURBANK

800-705-1204 (phone)

800-705-1207 (fax)

tsthomas@vicaps.com

www.vicaps.com

From: Harrell, Kim [<mailto:HarrellK@flc.losrios.edu>]

Sent: Friday, March 06, 2015 3:45 PM

To: 'tsthomas@vicaps.com'

Subject: captioning videos

Good afternoon Tiffany,
Thank you for helping me on the phone.

The website for the firefighter videos is www.firebooks.com

Some of the videos list their length and other don't. Here are the videos:

<http://www.firebooks.com/products/bread-butter-operations-ground-ladders> 33 minutes

<http://www.firebooks.com/products/bread-butter-operations-fire-streams#detail-description> 31 minutes

<http://www.firebooks.com/products/bread-butter-operations-initial-attack-lines#detail-description> 26 minutes

<http://www.firebooks.com/products/tools-of-the-trade-dvd-series#detail-description> this looks like 4 videos on one DVD, #1 22 minutes, #2 35 minutes, #3 22 minutes, #4 22 minutes.

<http://www.firebooks.com/products/tactical-perspectives-dvd-series#detail-description> this looks like 5 videos on one DVD. The total time of 151 minutes is given, but not the time for each video.



<http://www.firebooks.com/products/flashover> no information provided on this one.

If you can give us an estimate for the closed captioned version for these DVDs, that would be great!

Thanks!

Kim Harrell, PhD | Dean of Workforce Development, Kinesiology, Health, & Athletics
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6686 | f. 916.608.6761 | harrelk@flc.losrios.edu | www.flc.losrios.edu

Tiffany Thomas tsthomas@vicaps.com

The leading source for closed captioning and subtitling solutions.

CLOSED CAPTIONING SERVICES

Video Caption Corporation provides high-quality English and Spanish closed captioning services for all types of programming. Our closed captioning is done in-house from start to finish – from transcription to encoding – allowing us to offer our clients fast turnarounds, strict quality control and extremely competitive prices.



Efficient, Cost-Effective NLE Closed Captioning: Depending on which nonlinear editing (NLE) system you're using, it may be possible for you to leverage an efficient and cost-effective workflow method to closed caption your video. Learn more below

Our captioning has been evaluated by the **Described and Captioned Media Program (DCMP)**, and Video Caption Corporation has been approved as a vendor for the DCMP's Office of Special Education Programs, U.S. Department of Education. The DCMP is the only organization which evaluates the quality of captions produced in the United States and fewer than 10% of the companies offering closed captioning services have met their strict standards.

Need it Fast?

No problem!

Using state-of-the-art non-linear workstations, we can assign multiple editors to work on the same program simultaneously, providing the fastest turnarounds and highest quality in the industry.

**Call (800) 705-1203
or Email Us**

We also lead the industry by offering three distinct closed captioning styles to meet every need and budget. We can encode captions to all standard definition tape formats, as well as professional high definition formats such as D-5, DVCPRO HD, HDCAM and HDCAM SR. And with more and more stations now accepting programs in digital file formats, we can embed closed captioning data in all commonly accepted file types, including Apple ProRes, H.264, MXF, MPEG-2 Program Streams and MPEG-2 Transport Streams.

THREE DISTINCT CLOSED CAPTIONING STYLES

Video Caption Corporation offers all of its captioning at competitive rates. Because our captioning is done in-house, we can provide you with an extremely fast turnaround when your schedule demands it.

Choose from the following captioning styles:

- Basic Roll-up
- Premium Roll-up
- Traditional Pop-on

Basic Roll-up

Roll-up style captioning doesn't have to be synonymous with "poor quality" captioning.



© Hotels Etc., Inc. 2009

Basic Roll-up Style Captioning

[click to view video](#)

We understand that while the FCC may have mandated closed captioning for your show, it didn't increase your budget to pay for it. Our Basic Roll-up style captions are accurately transcribed, carefully timed, free of typos, and will never cover your onscreen graphics. All unfamiliar terms are diligently researched for proper spelling, and the same multiple-level quality control reviews we apply to our Pop-on style and Premium Roll-up style captions are applied to our Basic Roll-up style closed captions.

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Premium Roll-up

Our exclusive Premium Roll-up style takes roll-up captions to the next level.



Premium Roll-up Style Captioning

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In addition to the high quality of our Basic Roll-up style captions, our Premium Roll-up style captions include a number of features that significantly increase overall readability. For example, when we move captions to avoid covering onscreen graphics, we do not simply relocate the three-line block of text. Instead, we anticipate the move by taking the text off the screen at the end of the sentence immediately prior to the graphic, and then begin the next sentence with the text in the new location. When consistent with the audio, we also time the text to come off the screen at the end of a scene and begin again at the start of the next scene. While this feature is common with high-quality pop-on style closed captions, it is virtually unheard of with roll-up.

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Traditional Pop-on

Studies have consistently shown that traditional pop-on style closed captioning is preferred by deaf and hard-of-hearing viewers.



Traditional Pop-on Style Captioning
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We carefully place Traditional Pop-on style captions on the screen to indicate the speaker, and include descriptions of music and sound effects. They are the ideal choice for entertainment programming, where you commonly have multiple characters onscreen simultaneously.

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Our Clients

We've been providing closed captioning services since 1997 to a broad range of organizations, including broadcasters, corporations, independent producers, schools, libraries, churches and government agencies. Wherever there is a need for high quality closed captioning at reasonable rates, we are there to meet it!

Efficient, Cost-Effective NLE Captioning

With NLE captioning, you simply forward a low resolution reference version of your video to us via FTP. We use the reference file to caption the video and output a video file containing only the closed caption data. The file containing the caption data is then uploaded to the FTP server for your retrieval and import into your NLE. When you output your video to tape, it will include all of the closed caption data – ready for broadcast!

For more information, please contact us at 800-705-1203.

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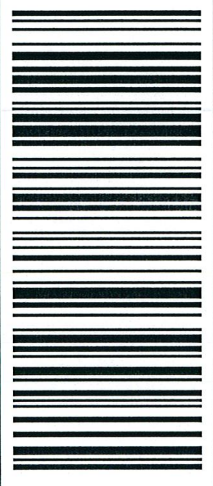


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