



April 2012

SPECIAL EDUCATION FIELD ADVISORY

FROM: James P. DeLorenzo 

SUBJECT: New Vendor for the Production of Braille and Large-Print Materials

The New York State Education Department, P-12: Office of Special Education announces an award to gh, LLC for the production of Braille and large-print books and educational materials for blind and visually impaired students in New York State (NYS). gh, LLC will be responsible for:

- establishing a communication and process protocol with the National Instructional Materials Accessibility Center and the NYS Resource Center for the Visually Impaired (RCVI) for preparation and distribution of Braille and large-print textbooks and related core instructional materials as requested by local educational agencies and Boards of Cooperative Educational Services for NYS students registered through RCVI as legally blind through the Federal Quota Program;
- following protocol established in coordination with RCVI to process, prepare and ship orders received for Braille textbooks and related core instructional materials in a timely manner. The format of the Braille text will be processed according to the Braille Authority of North America code (<http://www.brailleauthority.org/>);
- following protocol established in coordination with RCVI to process, prepare and ship orders received for large-print textbooks and related core instructional materials in a timely manner. Large-print textbooks and related core instructional materials must be produced according to specifications; and
- maintaining electronic and hard copy master files of Braille and large-print textbooks and related core instructional materials.

The process by which districts may obtain accessible instructional materials is described on our website at <http://www.p12.nysed.gov/specialed/aim/>. If you have any questions regarding this memorandum, please contact Elaine Gervais at (518) 486-7462.

To ensure dissemination to appropriate individuals within a school district, I ask Superintendents to please share this memorandum with individuals such as Directors of Special Education, School Psychologists, Committee on Special Education and Committee on Preschool Special Education Chairpersons, Guidance Counselors, Directors of Pupil Personnel and Parent Teacher Associations.