

Vermont State Colleges
Request for Proposals
Telepresence Learning Spaces 2.0
6/17/2022

Proposals due:
7/1/2022
5:00 PM Eastern Time

1.0 Organizational History

1.1 General Information

The Vermont State Colleges (VSC) is Vermont's system of public higher education. The colleges are located throughout Vermont and include four institutions:

- Castleton University
- Community College of Vermont
- Northern Vermont University
- Vermont Technical College

Together the colleges enroll more than 10,000 students of all ages and backgrounds; students come from Vermont, the U.S., and around the world. The colleges offer more than 125 academic programs at the associate, baccalaureate, and master levels. All offer small classes and individualized attention for students.

1.2 Mission Statement

For the benefit of Vermont, the Vermont State Colleges system provides affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study.

This integrated education, in conjunction with applied learning experiences, assures that graduates of VSC programs will:

1. Demonstrate competence in communication, research and critical thinking;
2. Practice creative problem-solving both individually and collaboratively;
3. Be engaged, effective, and responsible citizens;
4. Bring to the workplace appropriate skills and an appreciation of work quality and ethics;
5. Embrace the necessity and joy of lifelong learning.

The Vermont State Colleges system provides continuing educational opportunities for individuals to meet their specific goals.

2.0 Introduction

The Vermont Technical College (VTC) is looking to refresh the audio visual technology in all thirteen (13) telepresence classrooms located in 11 different locations across the state of Vermont. These sites are primarily used by the students and faculty of our nursing programs.

VTC is seeking proposals to replace the outdated A/V infrastructure at these locations that meets the complex needs for hybrid modality of teaching. An instructor at one location needs to be able to see and communicate in real time via video-conferencing software installed on a classroom Windows PC with students at other locations across the state. Good microphone coverage is a must, as is good video quality for both the instructor and for students. An easy-to-use, intuitive control interface with

camera PTZ control is critical to the success of these spaces. Reliability and remote control/monitoring are also critical.

Submitted bids must include an itemized hardware list and signal flow drawings, and must honor educational pricing from manufacturers. Submitted bids must also include detailed information on how the proposal will fulfill the listed requirements below.

3.0 Requirements

The following is a listing of the key functional requirements for the Telepresence Learning Spaces 2.0 RFP. VSC will measure individual submissions against these.

3.1 General requirements

- 3.1.1 An Extron DTP matrix switcher, with a minimum of 8 inputs and 6 outputs.
- 3.1.2 An Extron 10" tabletop touch panel.
- 3.1.3 A Custom easy-to-use GUI programmed by an Extron Authorized Programmer, with a preview of the interface reviewed and approved by the VTC team prior to deployment.
- 3.1.4 All Extron equipment to be compatible with Extron Globalviewer monitoring software. Vendor to provide assistance with Globalviewer installation and setup as needed.
- 3.1.5 All A/V hardware that interfaces with video conferencing solution to be software agnostic (ability to be used with Zoom, Teams, Yuja, etc.).
- 3.1.6 One Viewsonic touch-enabled flat panel mounted in the front of the room. One non-touch Viewsonic flat panel of the same size mounted next to the touch-enabled monitor. Size of the displays will meet AVIXA display image size standards.
- 3.1.7 Two 22" Viewsonic monitors desktop mounted at the instructor station.
- 3.1.8 2 Vaddio PTZ cameras with PTZ control programmed into the Extron GUI with the availability of presets for each camera. One camera mounted in the back of the room pointing to the front of the room. One camera mounted in the front of the room, above the flat panels, facing the students.
- 3.1.9 Certain locations will need a USB-based ceiling microphone(s), preferably the Shure MXA-910 solution.
- 3.1.10 All end-user interfacing hardware to be mounted according to ADA requirements in regards to reach range. Extron touch panel must also be within ADA specifications for reach range.
- 3.1.11 Hardware Camera solution will be soft-codec USB-based into a VTC furnished PC (Dell Optiplex 3070).
- 3.1.12 One 45-55" flat panel mounted in the rear of the room (either mounted to the wall or pipe-mounted if wall mounting is not possible).
- 3.1.13 System should include a 16 port POE rack-mountable switch.
- 3.1.14 System should include an HDMI connection for laptops and other peripherals.
Laptop/peripheral connectivity will be limited to display only, and will not need to have a connection to the microphone or camera systems.

- 3.1.15 System should include a switched Power Distribution Unit capable of remote control via a web-based interface.
- 3.1.16 Winning bidder to provide furniture options for the instructor station that includes storage for rack-mounted Audiovisual equipment, and ability to mount two 22" monitors. Furniture should also be ADA compliant (preferably height adjustable).
- 3.1.17 In-ceiling mounted speakers in a partial overlap layout and appropriate amplifier (preferably an amplifier built into the Extron DTP matrix switcher). Speakers to play audio from VTC furnished PC and laptop HDMI connection.
- 3.1.18 Extron educational pricing to be honored by potential bidders. Other applicable manufacturer educational pricing must also be honored.
- 3.1.19 Networking ports and power to be specified by the winning bidder. VTC IT to coordinate installation of power and networking (if needed) prior to arrival of the winning bidder.
- 3.1.20 Disposal of old equipment to be performed by winning bidder.
- 3.1.21 Installation to be performed by the winning bidder. Timing to be coordinated with the VTC IT team.
- 3.1.22 Bidders should include an itemized equipment list that includes pricing, as well as signal flow drawings with formal proposal.
- 3.1.23 VTC IT team to be updated on lead time status of hardware on a bi-weekly basis.
- 3.1.24 Equipment substitutions from the specified list above will be considered if there are lead-time concerns. All equipment substitutions must be approved by VTC team and be comparable to the equipment specified. Equipment must also fit into the functionality goals also listed above and have remote monitoring capabilities.
- 3.1.25 Winning bidder to perform pre-installation walkthrough of spaces and raise any concerns with VTC IT staff.
- 3.1.26 Winning bidder to perform commissioning walkthrough with a representative of the VTC IT staff to ensure the solution meets the end-user needs.
- 3.1.27 After install support to include 48 hour in-person response time for critical issues, and 24-hour response time for remote diagnostics/troubleshooting.

4.0 Qualifications, References and Pricing

4.1 Qualifications and References

Provide a description of the qualifications and experience of your company. Include responses to the specific required items listed below:

Bidder Profile and Qualifications

- Name, mailing address, email address and telephone numbers of company.
- Number of years in business.
- Number of employees in Vermont and nationally.
- Number of colleges and universities in which the product is installed and maintained by the bidder.

Bidder References

You must demonstrate experience and capability in installation and maintenance of the proposed solution by providing evidence of successfully completing projects of similar size and scope. Please provide at least three customer references, with the following information:

- Customer name and location
- Contact person(s): name, title and telephone number
- Your project manager for the engagement
- Product installation date
- Number of years you have maintained the system

By submitting your proposal, you understand and agree that the VSC may make any investigations it deems necessary to determine your ability to perform the work. You agree to furnish the VSC all such additional information and data for this purpose, as the VSC may request.

4.2 Pricing

Your proposal should include all of the charges, and it should clearly state the pricing structure along with the types of products and/or services accompanying each price. The VSC expects fully bundled pricing for each service offered and any tiered pricing or volume purchasing discounts/rebates that maybe available due to purchasing loads.

4.3 Terms

4.3.1 Please provide 36 & 60 month term options on all pricing, unless otherwise noted.

4.4 Taxes/Fees

4.4.1 Please note any and all proposed taxes, fees, or charges.

4.4.2 The VSC is exempt from sales and use taxes. Submitted proposals shall not include these taxes. The College's tax exempt number will be provided to the selected bidder. Please clearly note these exemptions in your proposal.

5.0 RFP Instructions, Requirements and Information

This section provides information on how to contact the VSC for questions, deadlines, the selection process, legal and insurance requirements, and other general business matters.

5.1 Questions about this RFP

Please submit your questions to the VSC on or before 6/27/2022, at 5:00 PM Eastern Time. All questions will be posted on the VSC website, www.vsc.edu, and made available to all bidders. The contact information for questions:

<i>Name</i>	Kellie Campbell/Ken Bernard
<i>Title</i>	CIO VSC/Assistant CTO VTC
<i>Email address</i>	Kellie.campbell@vsc.edu/kbernard@vtc.vsc.edu

5.2 Deadline and Delivery

The deadline for submitting responses is 5:00 PM Eastern Time, 7/1/2022. Provide an electronic copy only, via email, to:

<i>Name</i>	Kellie Campbell/Ken Bernard
<i>Title</i>	CIO VSC/Assistant CTO VTC
<i>Email address</i>	Kellie.campbell@vsc.edu/kab02100@vtc.vsc.edu

5.3 Selection Process

Method of Award

VSC will base the evaluation of each proposal to this RFP on its demonstrated competence, compliance, format, cost, and enterprise applicability. This includes, but is not limited to, product availability, quality, prices, service availability, timing, and delivery. The purpose of this RFP is to identify those vendors having the interest, capability, and financial strength to supply the VSC with a Telepresence Learning Spaces 2.0 solution. If the VSC does not identify a suitable bidder within the RFP process, the VSC is not obligated to award the project to any bidder.

The VSC, in its best interests, reserves the option to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSC as best complying with all considerations set forth in this RFP. When VSC has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

Evaluation Criteria (no weighting is implied by order of listing):

1. The extent to which the bidder's solution matches the requirements of the VSC.
2. Engagement methodology.
3. Bidder's qualifications and references.
4. Cost and length of contract.

5.4 Bid Process

Date	Milestone
6/17/2022	RFP issue date
6/27/2022	Questions Due
7/1/2022	Bidder written proposal due date
7/8/2022	Finalists notified
Week of 7/11/2022	Finalist presentations to VSC
Week of 7/18/2022	Bidder(s) selected
**July 2022	Contract(s) made

** The VSC will make its best effort to meet these dates but will take the time necessary to make a well-informed decision and negotiate a good contract. Bidders participating in this RFP should expect this date to change. The VSC will be under no obligation to inform bidders of a change in this date. The VSC will inform bidders of a change in all other dates that are part of the bid process.

5.5 Confidentiality

The Vermont State Colleges comply with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, bidders are hereby advised that any communications, data or other information received by the Vermont State Colleges during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c), including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, bidders should submit a second copy of their proposal, from which any portion of the proposal that the bidder reasonably believes to be exempt from disclosure under the Public Records Act has been redacted.

By submitting a proposal, you indicate that you understand the requirements of this subsection (5.5) and the potential applicability of Vermont's Public Records Act to your proposal.

5.6 Indemnification

The bidder shall indemnify and hold VSC, its officers, agents and employees free and harmless from any and all claims, liabilities, losses, actions, proceedings, suits, damages and expenses, including out-of-pocket litigation costs and reasonable legal fees, arising from or relating to the bidder's performance in response to this RFP and under any contract entered into with the successful bidder.

By submitting a proposal, and in exchange for VSC's consideration of same, you agree on behalf of yourself, your shareholders and your officers to be bound by the indemnification provisions of this subsection (5.6).

5.7 Rights of the VSC

VSC reserves the right, at its discretion, to pursue actions that include but are not limited to the following:

- Request additional information
- Request clarification of any sections or questions in the bidder's response to this RFP
- Reject, for any reason, any or all of the proposals submitted to VSC
- Issue subsequent RFP or RFP invitations to bid as a result of changes and/or refinements to the proposed project

This RFP does not obligate the VSC to accept any proposal, negotiate with any bidder, award a contract or proceed with the project as it is outlined in this RFP.

5.8 Assignment

The bidder may not assign or transfer its rights or obligations under this RFP without the prior written consent of VSC, which consent shall not be unreasonably withheld. Any assignment of the RFP agreement by the bidder without the prior written consent of VSC shall void the RFP response from the bidder.

5.9 Insurance

You shall provide with your proposal, proof of insurance as stated below. In the event you do not carry the maximums requested, you must provide written proof that you will be able to provide the maximums if awarded the contract. You shall secure, pay for and maintain in effect the following insurance during the contract period:

- Commercial General Liability Insurance: Including Bodily Injury and Property Damage Liability, Independent Contractor's Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$3,000,000 annual aggregate.
- Workers Compensation and Employers Liability Insurance: For any bidders with employees, standard workers' compensation as required by Vermont State statute and employer's liability insurance in an amount not less than \$100,000 per accident, \$500,000 annual aggregate.
- Automobile Liability: For bidders who will drive on VSC's premises, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired, and non-owned vehicle coverage.
- Professional Liability: \$1,000,000 each claim, when applicable.
- Cyber Liability: \$1,000,000 each event for Breach Response

If selected as the successful bidder, you agree to name the VSC as additional insured on your liability policies and shall provide a 30-day notice of cancellation or non-renewal of coverage to the VSC. The VSC does not need to be named as an additional insured on the workers compensation policy.

If selected as the successful bidder, you agree to submit a copy of the Certificate of Insurance verifying the above coverage levels to the VSC twenty (20) days prior to selling or distributing products and services at VSC or otherwise performing under the contract. Any liability coverage on a "claims made" basis shall be designated as such on the certificate.

Failure of the bidder to take out and/or maintain any required insurance shall not relieve the bidder from any liability under the contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligation of the bidder concerning indemnification. The bidder’s policies shall be considered primary insurance and exclusive of any insurance carried by VSC.

5.10 Intent to Bid

The undersigned (“You”) agrees to all provisions required in the Telepresence Learning Spaces 2.0 RFP dated 6/17/2022 and all applicable addenda, with the exception of those listed below. Any exemptions listed may affect the viability of your proposal.

In addition, the undersigned (“You”) agrees to provide all equipment, material and personnel associated with these services as described in the Telepresence Learning Spaces 2.0 RFP dated 6/17/2022, and all applicable addenda.

Exceptions:

Section Reference Number	Reason for exception

Company Name

Signature of Authorized Representative

Print Name of Authorized Representative

Print Title of Authorized Representative