



Request for Proposal:

Main Campus Classroom Audio/Video Technology Upgrade

PROPOSAL DUE DATE AND TIME:

February 20, 2025 – 2:00 P.M. Central Time

Question Deadline:

December 17, 2024 – 2:00 P.M. Central Time

Non-Mandatory Site Visit:

December 11, 2024 – 2:00 P.M. Central Time, Geyer Hall Room 207

Non-Mandatory Vendor Demonstrations:

NCMC will attempt to accommodate vendor demonstration requests in January-February 2025.

COLLEGE REPRESENTATIVE:

Jennifer Triplett

E-MAIL ADDRESS: jtriplett@mail.ncmissouri.edu

TELEPHONE NUMBER: (660) 357-6210

SECTION 1: Definitions and Terminology

Wherever used in this proposal these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof. The terms can be used interchangeably.

Addendum: Written or graphic instruments issued prior to the opening of proposals that clarify, correct, or change the proposal documents or the related procurement documents.

Proposal / Proposal Form: The price and/or form that is submitted to the college to fulfill the request for proposal.

Submitter / Firm: The company/vendor that is submitting a proposal.

Contract: An agreement between North Central Missouri College and the firm that will include a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, as well as the submitter's response to the RFP.

Contractor: The Company awarded a contract or PO for this proposal.

Evaluation Committee / Stakeholders: North Central Missouri College hired contractors or employees that have an interest in the project.

Purchase Order / PO: A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.

Request for Proposal (RFP) / Proposal: This formal publicly released document outlining a need and inviting businesses to submit proposal to fulfill our request.

Schedule of Values: A start to finish list of work items on a project including the cost associated with those work items that the firms will want to be paid on throughout the project.

Specifications / Scope of Work: Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.

SECTION 2: SPECIFICATIONS AND SCOPE OF WORK

1. Purpose

1.1. North Central Missouri College (NCMC or the College) is seeking proposals from qualified professional classroom technology architects/installers for both the design and implementation of classroom technology upgrades in accordance with an award from USDA Distance Learning & Telemedicine Grant Program (DLT) .

1.2. The project plan will need to address requirements input from NCMC committee members, structural limitations of in-scope buildings/rooms, College network and cybersecurity requirements, and the need for on-going support once the upgraded classroom technology is operational.

1.3. The project must meet requirements of the USDA Distance Learning & Telemedicine Grant Program (DLT), relevant Federal and State regulations, and College policy.

2. Background

2.1. NCMC is situated in rural, north central Missouri and was founded in 1925. The main campus is in the downtown area of Trenton, MO and has 15 buildings. The college's farm campus covers over 130 acres and has 3 buildings. The College also has a campus in Savannah, MO that has a newly constructed building along with recently acquired adjacent property. There are 118- degree and certificate options and 34 technical and career programs. The student population was approximately 1245 excluding dual credit students and 1981 total for the Fall 2023 semester.

3. Scope of required services

North Central Missouri College's goal with the USDA Distance Learning & Telemedicine Grant Program (DLT) funded classroom upgrade project:

3.1. Development of classroom technology design and implementation plan for upgrading classroom technology in rooms: Geyer Hall (GH)204, GH207, GH210, GH310, Cross Hall (CH)205, CH206, CH207, Hoffman Hall (HH)015, HH101, HH102, HH106, and HH114.

3.2 The design should provide remote students the ability to participate fully in synchronous instruction, not only hearing the instructor and students in the classroom, but active remote participation in discussions and sharing of documents. The instructor would also be able to facilitate classes remotely in the event of health concerns. Rooms will allow for both remote instruction and remote learning. A student who is unable to attend in person on campus will be able to participate from a remote site, with the classroom serving as the hub. An instructor who must facilitate a classroom session remotely can use the room as an end-user site with the assistance of students or college staff in the remote room. Preferred functionality - include the capability to capture content and output to recorded collaboration sessions (for example, MS Teams recordings).

3.3. Suggested major components/features per room (sizes are approximate):

3.3.1. 86" Interactive Touch Display for front of classroom; on-screen drawings need to be captured in collaboration session recordings run from the instructor's classroom computer.

3.3.2. 86" Non-Touch Display for back of classroom to provide remote learner video view.

3.3.3. 65" Non-Touch Display, mounted high in front of classroom, so remote participants or instructor can display materials, or in-room participants can see remote students.

3.3.4. Two touch screen monitors for instructor classroom computer to mimic disparate output to the multiple room displays.

3.3.5. Desktop (instructor workstation/podium) room control panel to manage classroom A/V components; allowing for different pre-set camera views and ability to manually adjust cameras, audio volumes, displays, and other classroom A/V components.

3.3.6. Ability for guests to connect another laptop or device to the classroom A/V system to share content. Ability for guest devices to output to classroom displays from anywhere in the room.

3.3.7. Ceiling speakers and ceiling microphones to capture Instructor audio and to record sound throughout the full room for recordings/remote students to hear peer responses and room-wide conversations. Proper governing software or other mechanisms to reduce audio issues and properly manage sound quality. Ability to capture the sound on collaboration session recordings while simultaneously allowing audio to be heard for both in-room and remote interactive participants.

3.3.8. In-room cameras to capture room views for remote participants/recordings; need camera views from both front and back of classroom so the full room can be seen.

3.3.9. Document camera that is compatible with capturing output to collaboration session recording.

3.3.10. Ability for guests to connect another laptop or device to the classroom A/V system to share both video and audio content.

3.3.11. Ability to play DVD content for all participants.

3.3.12. Ability to connect additional peripherals as needed, like Apple TV devices.

3.3.13. Ability to limit A/V over IP network traffic to in-room network VLANs. Meaning, ability to contain excessive network traffic within each room to preserve performance of the broader College network.

3.3.14. Ability to remotely support and manage classroom technology.

3.4. NCMC will attempt to accommodate design and requirements sessions for the awarded firm. Please include a tentative schedule for anticipated meetings and identify the stakeholders that should be involved. Where possible, virtual collaboration is preferred to save travel costs.

3.5. Project management services will be needed to coordinate the overall project and ensure on-time delivery of both construction and deliverables. Please include Project Management services in the proposal; include itemized pricing for these project management services.

4. Stakeholders

4.1. The chosen consultant(s) will be required to include participation by all affected stakeholders. A partial listing of possible stakeholders is noted below.

- College employees
- Others as needed or added by NCMC

5. Deliverables

5.1. A draft of the project plan and statement(s) of work will be delivered within two-weeks of notification of proposal acceptance. Implementation and on-going support services are needed to ensure continuous and proper operation of the learning spaces.

5.2. A final project plan and statement(s) of work is requested to be delivered within a week of College-provided revisions to draft project plan and statement(s) of work.

5.3. All necessary hardware components will need to be on-site and available for the start of the implementation window. The College would prefer to discuss a plan for equipment storage and delivery. Classroom spaces will be unavailable for project purposes until May 12, 2025.

5.4. As-built documentation must be provided to the College at end of project to ensure referenceable documentation exists for future support needs.

5.5. Editable copies of configuration or programming files for all relevant systems must be provided to the College to allow for future supportability.

5.6. Training must be provided to in-scope Faculty and IT Staff to ensure that College personnel are able to use and support the new systems. Training sessions will be recorded to help with staff turnover or refresher needs in the future.

6. Schedule

6.1. The upgrade project must be fully completed with documentation and training delivered no later than July 31, 2025. Implementation work for in-scope classrooms could begin as early as May 12, 2025. The vendor's representative will meet regularly with College stakeholders to give updates on the progress of project.

7. Miscellaneous Information

7.1. The college will make available to the Consultant the relevant information in its files that may pertain to the Scope of Services required by this project.

7.2. The college will arrange as necessary meetings between the Consultant and the college departments and offices related to the scope of services required by this project.

8. Proposal Format

8.1. Letter of Interest / Introduction: This letter shall explain your firm's overall desire to be awarded this project and an introduction of your company and its employees. The letter shall contain the name, address, and phone number of the person who will serve as the principal contact and who will be making the presentation on behalf of your firm. The letter shall bear the signature of the person having proper authority to make formal commitments on behalf of your firm.

8.2. Firm Experience: Submittals will include a detailed description of the firm's overall capabilities, experience and approach to providing the scope of services described. Also include any subcontractor's information that will be used.

8.3. Qualifications of Key Personnel: Submit qualifications of those who will be involved in completing the scope of services. We prefer project personnel who have completed several contracts that are similar in type and scope.

8.4. Project Team: Description of the proposed project team and how you propose to organize, staff, and manage the project, including time committed to the project. Give the name of the person from your firm that would be our primary contact from start to finish if you were awarded this project.

8.5. Deliverables: Address the deliverables we could expect to receive from your firm if it were chosen for this project. We would welcome samples of other master plans your firm has completed to help clarify what we would receive as a finished product.

8.6. References: Provide references for similar projects. Include the names of the organizations, a summary of work done, and the names and phone numbers of contact persons.

8.7. Licenses: Proof of any licenses and/or certifications that may be relevant to this project. If proof is not provided, that information will not be considered during the evaluation process.

8.8. Pricing: Provide pricing for each section noted below and a lump-sum total for the entire project including all expenses such as travel, mileage, rental car, meals, lodging, etc. If misc. items such as copying, printing, etc., are not included in your proposed pricing; please give detailed pricing for those items separately. Also, show detailed hourly fees for any additional work that may arise not shown in this scope of work.

8.9. Pricing should be broken out by:

- Classroom technology design
- Classroom technology hardware
- Classroom technology licenses
- Classroom technology implementation/construction services
- Professional services needed to run and execute the classroom technology upgrade project
- Support services for the next five years of classroom technology needs
- Expenses reimbursables not included in lump sum prices
- Hourly fees for additional work that exceeds the scope of this RFP
- Travel costs if additional on-campus visits are needed to ensure usability and supportability of the upgraded classrooms. This should be a flat fee per day per person.

8.10. Presentations: To aid in the evaluation process, the college may ask one or more firms to present. This should not be construed as negotiations or an indication of the college's intention to award.

8.11. Financial Statement: NCMC reserves the right to request a submitter provide a financial statement(s) or other means to demonstrate the financial stability of your firm and its capacity to take on a project of this size.

SECTION 3: EVALUATION METHODOLOGY

1. Overview:

1.1. NCMC will conduct an objective and impartial evaluation of proposals received in response to this request for proposal. An evaluation committee will evaluate proposals.

2. Evaluation Criteria:

2.1. Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).

- Pricing: Although a concern, the submitter with the most favorable pricing may not necessarily be awarded the order. Any award will be based on what is considered the best value to the college.
- Specifications/Qualifications: Submitter has met the terms, criteria, and qualifications that are considered necessary and/or essential components of this proposal.
- Reputation: Information acquired through references and other sources available to North Central Missouri College. Results of previous projects (if any) on our campus.
- Experience: How much experience does the firm and their personnel have with the work they are proposing.
- Sub-Contracting: What portions of the work will be performed by the firm and what portions of the work will be performed by sub-contractors?
- Timeliness: Time required to complete the project. Ability of the firm complete the project by the dates shown in the proposal.
- Grant Compliance: Proposals must be coordinated with USDA DLT grant oversight to ensure that the College preserves its ability to use grant funds for this project.
- Etc.: Other miscellaneous criteria.

SECTION 4: Instructions to Submitters and Proposal Requirements

1. General Conditions:

1.1. The Business Office will receive proposals for upgrading the in-scope classrooms for the USDA DLT grant awarded to the College. Proposals are due no later than 02/20/2025, 2:00 P.M. Central Time.

1.2. NCMC reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it does not give an advantage to the firm submitting the proposal or disadvantage any competing firms.

1.3. NCMC may also accept or reject any and all proposals. NCMC does not bind itself to the lowest proposal but rather the proposal that is felt to be in the institution's best interest. Although pricing is important, it is not the only factor considered when evaluating proposals.

1.4. NCMC reserves the right to negotiate with the successful firm, within the requirements of the RFP, in order to serve the best interests of the College. In the event NCMC is unsuccessful in negotiating a contract with the apparent best firm within a reasonable time frame, NCMC may begin negotiations with another firm. Respondents are cautioned, however, to submit proposals initially on

a most favorable basis, since an award decision shall be made without any negotiation, based on price and terms of the original proposal.

1.5. The submitter warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for proposal and none have been promised. The submitter warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.

1.6. NCMC will ensure that minority business enterprises are afforded full opportunity to submit proposals. NCMC will not discriminate on the grounds of age, race, color, sex, creed, religion, national origin, or disability status. In addition, the successful firm shall comply with the Americans with Disabilities Act and any related State of Missouri statutes.

1.7. The submitter hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may decide to cancel, terminate, or suspend the contract.

1.8. All proposals in response to this request become public records and are subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors, and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Proposals in their entirety cannot be specified as proprietary or confidential.

2. Preparation of Proposals

2.1. Firms are encouraged to examine all documents, specifications, scope of work, addendum(s), and attend scheduled site visits associated with the request for proposal. Failure to do so will be at the firm's risk. The RFP and all referenced documents must be used in the preparation of each proposal. NCMC assumes no responsibility for errors, misinterpretations, and/or verbal communication resulting from the use of incomplete proposal documents.

2.2. The submitter shall furnish the information required by the RFP. The proposal form and all requested documents (see SECTION FIVE) shall be completed, signed, and returned by the respective firm's authorized agent. All required proposal documents must be returned with the submitter's sealed proposal.

2.3. Any deviation or substitution from the specifications, scope of work or drawings must be noted in detail and attached to the proposal form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the firm shall be held accountable for full compliance with the RFP specifications.

2.4. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item(s) offered and or the entire proposal.

2.5. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.

2.6. Proposal prices must include all material, labor, bonds, insurance, profit, and delivery (FOB) North Central Missouri College, Trenton, MO. Include a copy of material and labor warranties when applicable. In case of an error in the extension of prices in the proposal, unit prices will govern.

2.7. If applicable, please submit a schedule of values with each payment application in your proposal package. The schedule of values will need to be agreed upon by the firm and North Central Missouri College. Paying invoices will be based upon the firm successfully completing the deliverables within

the stated deadlines, and upon the Agency's written acceptance of the deliverables or services. NCMC prefers the AIA G702 format.

2.8. Any expenses incurred in proposal preparation, pre-submittal meeting, site visits, submission, presentations, demonstrations, etc. are the responsibility of the submitter and will not be reimbursed by North Central Missouri College.

2.9. All proposal documents will be available free of charge at <https://www.ncmissouri.edu/bids-quotes/>

3. Pre-Proposal Meeting and Job Walk

3.1. A non-mandatory pre-proposal meeting will be held on 12/11/2024 at 1:00pm Central time. The meeting location will be Geyer Hall, Room 207 on NCMC's Trenton Campus. After the meeting is concluded, a job walk will begin for potential submitters to view the campus.

3.2. This meeting and job walk are non-mandatory but strongly recommended that submitters view the job-site(s) before submitting.

3.3. North Central Missouri College stakeholders will be present at the pre-proposal meeting to answer any questions with respect to the interpretation or clarification of this proposal. If these interpretations or clarifications are deemed essential / material, an addendum will be issued to all websites the RFP is posted.

3.4. All proposal documents will be available free of charge at <https://www.ncmissouri.edu/bids-quotes/>

4. Submission / Modifications / Withdrawals / Late Submittals

4.1. Sealed proposals should be accompanied by a detailed expense/cost document and signed by the proper official of the firm. All sealed proposals must be in the possession of the NCMC Business Office representative by the due date and time. Any proposal that is not sealed or in possession of the representative by the due date and time will be rejected.

4.2. Proposal documents will need to include all costs to complete the item outlined. This is including, but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, per diem, tax, shipping, and removal and proper disposal of existing materials. Include one (1) original and two (2) copies of the proposal submission.

4.3. Sealed Proposals must be mailed or hand delivered to:

North Central Missouri College
Attention: Tyson Otto
1301 Main Street
Trenton, MO 64683

4.4. Clearly mark on the outside of your sealed proposal "USDA DLT CLASSROOM TECHNOLOGY UPGRADE"

4.5. A proposal that is in the possession of the Business Office may be modified or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for submitting, provided that it is received prior to the date and time set for the proposal opening.

4.6. Modifications must be initialed by the person signing the proposal.

4.7. If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope, and it must be received by our Business Office prior to proposal opening.

4.8. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.

4.9. If a proposal is accepted and the firm then fails to furnish the service agreed to in the proposal, that firm may be eliminated from future consideration.

4.10. Telephone, fax, or electronic submittals will not be accepted.

5. Questions About the RFP / Addendums

5.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be directed to the following individual.

Jennifer Triplett, CIO
1301 Main Street
Trenton, MO 64683
Phone: (660) 357-6210
Email: jtriplett@mail.ncmissouri.edu

5.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 12/17/2024 2:00pm central time. Any questions received after the deadline will not be accepted or considered. NCMC will attempt to post any addendums within 2 business days from the above date and time.

5.3. All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the NCMC Business Office. No oral or telephone interpretations of this proposal shall be binding upon NCMC. The addendum(s) will be posted on <https://www.ncmissouri.edu/bids-quotes/>

5.4. Submitters are responsible for checking these sites before submitting their proposals. All issued addendums should be acknowledged on the proposal form.

6. Proposal Opening

6.1. Opening of proposals received will be conducted after the submittal deadline (date/time/location to be determined) by College key stakeholders.

6.2. Each firm submitting a proposal agrees that their proposal shall remain valid for a minimum of sixty (60) calendar days from the date of closing of this Proposal.

7. Award and Contract Information:

7.1. If a contract is awarded, the contract between NCMC and the successful firm will include the wording contained in the formal written contract, the request for proposal, addendums (if any), attachments, purchase order(s), purchase order terms and conditions, as well as the submitter's response to the request for proposal. NCMC reserves the right to refuse or reject any or all responses or offers submitted under this RFP and discontinue this RFP process without obligation or liability to any potential vendor.

7.2. The submitter expressly warrants to NCMC that it has the ability, expertise, and required legal credentials to perform the contract if awarded. In doing so it shall use the highest standards of professional workmanship.

7.3. Awarded firm is prohibited from subcontracting, assigning, transferring, the contract its rights, title or interest therein, or its power to execute such a contract to any other firm without the prior written consent of North Central Missouri College.

7.4. In the event that the successful firm decides not to accept the contract, NCMC reserves the right to grant the contract to the second successful firm, reissue the request for proposal, or cancel the request for proposal.

8. Required Documentation for Awarded Proposal

8.1. The firm who is awarded this proposal shall provide a certificate of insurance showing the following minimum coverage and limits with North Central Missouri College as a named additional insured. This will need to be on file with the Business Office before work can begin.

Commercial General Liability

Each Occurrence \$1,000,000

Personal Injury/Advertising Injury \$1,000,000

General Aggregate \$2,000,000

Products/Completed Operations \$2,000,000

Business Automobile

Combined Single Limits \$1,000,000

8.2. Approval of the insurance by North Central Missouri College shall not relieve or decrease the liability of the submitter. All submitter's policies shall be primary and not contributory.

8.3. In the event that the successful firm shall fail to maintain and keep in force Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers' Compensation Coverage, and other insurance coverages, as hereinabove provided, NCMC shall have the right to cancel and terminate the Contract forthwith and without notice.

9. Qualifications of Firm

9.1. The submitter may be required to submit three (3) letters of reference from past projects that are similar to the work described by the specification of the request for proposal. The preference would be that these projects were completed within the last five (5) years. NCMC proposal reviewers will need the names, phone numbers, and addresses of these references.

9.2. The firm shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. NCMC will cooperate with the successful submitter in obtaining all licenses and/or permits. The successful submitter shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.

10. Laws and Regulations

10.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful firm shall also comply with all North Central Missouri College policies.

10.2. The submitter has the sole responsibility of compliance with all applicable State Statutes. NCMC reserves the right to request written verification of compliance.

10.3. The submitter must comply with USDA DLT Grant guidelines and requirements.