



INDIANA UNIVERSITY

PURCHASING DEPARTMENT

Request for Proposal #RFP-TEC-1086-2023

Purpose

Indiana University (IU) is requesting proposals from suppliers interested in providing AV System design and installation labor proposals for IU South Bend, as specified herein. The intent of this Request for Proposal (RFP) and the ensuing process is to provide suppliers with the information, requirements, and specifications necessary for the preparation of a professional and comprehensive proposal. Specific terms and conditions are outlined.

Background

Parkside Hall at IU South Bend will be renovated in 2023 with a scheduled completion date of August 1, 2023. This project will convert a building into a multi-function academic center for the College of Health Sciences. This project will create Nursing simulation spaces, Radiography spaces, and multiple academic support spaces for faculty and students to meet and study. All academic spaces will require high-quality technology systems to facilitate excellent teaching and learning opportunities.

Selection of the successful company (Supplier) will be based upon a variety of factors such as:

- Ability to Meet Technical Specifications
- Ability to Meet Statement of Needs (Scope of Work)
- Price
- Total Cost of Ownership
- Value Add
- References
- Acceptance of Terms & Conditions
- Ability to Meet Compliance Requirements

This criteria have been listed in order of importance.

As used within this RFP, "Participant" shall refer to those companies receiving and responding to this RFP. "Supplier" shall refer to the successful Participant of the process. "University" shall refer to Indiana University.

If the Participant will not be selling directly to the University, it is the Participant's responsibility to choose a single reseller with whom they will partner with on this project.

Schedule of Events

Request for Proposal issued: 11/30/22

Mandatory Pre-Proposal meeting – 12/14/22 @ 10am EST

Q&A submission close date: 12/19/22 by 5:00pm EST

Proposals due by: 12/23/22 by 5:00pm EST

Selection of Supplier on or about: 1/6/22

Implementation of services, on or before: 2/1/22

Mandatory Pre-Proposal meeting – 12/14/22 @ 10am EST

Mandatory Site Visit. All participants MUST attend this site visit; failure to do so will result in immediate rejection of any proposal.

Join virtual pre-proposal meeting via zoom at <https://iu.zoom.us/j/87841529823>

Meeting ID: 87841529823

All questions and inquiries regarding this document should be submitted via the JAGGAER Supplier Portal. If you experience issues you may directly contact Purchasing Contract Manager, Dulce Ruiz Lemus, at druizlem@iu.edu . EXCEPT FOR CASES AUTHORIZED IN WRITING BY Dulce Ruiz Lemus, DURING THE DURATION OF THIS RFP PROCESS, THROUGH SELECTION AND NOTIFICATION, ANY COMMUNICATION BY PARTICIPANTS WITH INDIANA UNIVERSITY STAFF OTHER THAN Dulce Ruiz Lemus MAY RESULT IN IMMEDIATE REJECTION OF THAT PARTICIPANT. Questions regarding this RFP should be submitted through the Q&A Board within the Supplier Portal. Questions asked after the deadline may not be answered.

Statement of Needs

F1 Objectives

The purpose for this project is to provide proposals for AV systems to be installed in several spaces as part of a renovation. We are providing basic AV system schematics for each space to give an overview of expected capabilities. Based on this, we are requesting 2 proposals for budgeting purposes: 1) A base system for each space that will minimally meet expectations but offer expandability for future needs 2) A complete system that will fully meet the pedagogy for each space as described below

F2 Scope of Work

The work for this project is to take place in IU South Bend's Parkside Hall, 1722 Northside Blvd, South Bend, IN. There are 4 spaces included in this portion of the project.

Space 1: X-Ray simulation learning space (no energized X-ray equipment) with 5 simulation tables.

Base system should include: instructor desk with document camera, computer, laptop cable, switching/control/audio

DSP equipment. A wall mounted large-format display (85-90inch), ceiling mounted usb-based PTZ cameras, ceiling speakers and analog microphones.

Complete system: For each simulation table, include a ceiling mounted display (~32inch) with pc. The pc will have attached; a wireless keyboard/mouse, ceiling mounted usb-based ptz camera, directional microphone to capture student exercises. Signal and control shall be distributed from the instructor desk. The instructor desk will be the same in the base system, but include signal/control distribution to each of the student displays. Only 1 ceiling mounted usb-based ptz camera will be connected to the instructor pc. A total of 6 usb-based ptz cameras will be needed.

Space 2: Active learning, multi-use learning space. Due to goals for this space, only a complete system will be needed. . This space will have space for four groups plus the instructor. The goal is to provide signal and control from the instructor desk to each of the displays. Each group display will also be able to display a students laptop via HDMI and/or wireless sharing option. Each group shall have a simple wall panel to turn display on/off, select their laptop, along with a simple wallplate for connecting an HDMI cable The instructor desk shall include a pc, document camera and HDMI laptop cable. A touch panel for user control will also be here. 2 wall mounted ptz cameras shall connect to the instructor pc via usb with control/camera selection available on the touch panel. One camera should point towards the instructor with the

other pointed towards the class. The class-facing camera shall have a wide-angle lens to capture as much of the room as possible.

Ceiling mounted microphones and ceiling speakers shall also be installed.

All control, signal distribution and audio dsp equipment shall reside in a closet attached to the room.

Space 3 and 4: Identical but separate learning spaces with the same pedagogy needs. These spaces will have 6 student simulated hospital beds plus an instructor desk.

Base System:

The instructor desk: PC, document camera, HDMI laptop cable, switching/control/audio dsp equipment shall be installed. A single ceiling mounted usb-based ptz camera and microphone shall be connected to the instructor pc. The instructor desk shall send video to a large (85-90in) display only.

Each student bed shall have a wall mounted display (~50in) with pc. The pc will have attached; a wireless keyboard/mouse, ceiling mounted usb-based ptz camera, directional microphone to capture student exercises.

Complete system: Adding signal and control distributed from the instructor desk.

The instructor desk will be the same as in the base system, but include signal/control distribution to each of the student displays.

IU will provide: all PC's, local desk-top monitors, instructor desks per IU learning space standards, touch panel gui layout guidelines.

Vendors shall provide 2 cost estimates for the 4 rooms described above. Upon acceptance of proposal by IU, and contract award, vendor shall complete work by **August 1, 2023**. Upon completion of work, vendor shall provide all as-built schematics, complete system program/gui files, and a 1-year warranty on installation and programming. Should installation or programming adjustments need made after completion, vendor shall provide an agreeable limited number of staffing hours for changes. This should be part of the bid and NOT billed within the first year.

Proposal Responses:

The Participant's response to this proposal should include answers to the following series of questions. So that the RFP Team can easily follow the questions and responses, please assure that the question is stated immediately before the response. In addition to point-by-point responses, you may include descriptive literature if you make reference to specific contents. In reviewing the proposals, university personnel will not search through general literature. Where a question is

asked, answer the question and supply any supportive detail. Any deviation from this format and sequence may result in the proposal being immediately rejected.

While responses should address all solicitation items, it is important to note that we also encourage and will consider any creative ideas for improvements or cost savings related to this transaction that may not be suggested in this document. Functional, technical, and economic solutions beyond the confines of this solicitation may also be considered.

The responses should address all solicitation items. However, the University reserves the right to consider other ideas and solutions, or only a restricted subset of the configuration discussed in this document.

All optional arrangements should be described and priced separately.

All proposal responses must include:

1. The name, phone, fax number, and email address for the duly authorized agent submitting the proposal.
2. Full description of company, including experience, qualifications and executive leadership chart.
3. Documentation of any intent to use another company(ies) or private individual(s) as a subcontractor(s) for any part or the whole of the services offered in response to this RFP. Indiana University reserves the right to approve or reject any subcontracting agent or to reject proposals based on the use of subcontracted work.
4. Copies of all documents that could become part of a final Agreement arising from this process. A legal review of the Participant's proposed Agreement terms will be part of the criteria in evaluating the Participant's offer.
5. Three references from previous clients.
6. Describe in detail your company's capability of providing the services required.
7. Describe in detail other products and/or services your company has provided in the past 3-5 years for an institution of higher education that has a traditional student population. If your company is unable to provide engagements specific to higher education, please advise and describe in detail similar engagements your company has executed for the same time period.

8. Describe your methodology for providing these services, how you organize your team and the IU team, and how you ensure you deliver a quality product that meets expectations.
9. Describe the individual staff members in your company that would be assigned to this project. IU reserves the right to request resumes as needed.
10. Include all other things that would pertain to this type of product or service.
11. Describe how you would break down this project into specific tasks with a timeline and assigned costs as described in this RFP's Statement of Needs.

Costs

12. Provide base proposal for product and installation.
13. Identify any other software or hardware products that are needed along with the base product that you provide.
14. Indicate what price guarantees or caps are offered on annual maintenance and support, or any other component.
15. Indicate what price guarantees or caps are offered on annual maintenance and support, or any other component.
16. Identify training options available and costs associated with those options.
17. Identify implementation and deployment service options and costs associated.
18. Specify the complete warranty terms and conditions for all products and services.
19. For all items, indicate the timeframe or expiration date for the price quoted. If prices are subject to change, indicate the pricing beyond the expiration date.
20. Attach a copy of all relevant terms and conditions, such as sample contracts, Service Level Agreements, etc.
21. We encourage submitting vendors to be creative and flexible in offering pricing, financing, or other options. Indicate any other terms, discounts, conditions, opportunities, or arrangements that may be of value and interest to IU.