

REQUEST FOR PROPOSAL
FOR
AUDIOVISUAL SYSTEM
Nursing Simulation Lab – Building 1

Columbia Gorge Community College
The Dalles, Oregon



Issued: July 1, 2024

Proposals Due: July 22, 2024, 3:00 pm, Local Time

EDA Award Number 07-79-07767

URI 116720

Point of Contact:
Address:

Mark DeMoss
400 East Scenic Drive
Business Office, Building 2
The Dalles, Oregon 97058
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mdemoss@cgcc.edu

Phone:
Email:

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I. PROPOSAL OVERVIEW

Notice to Proposers

Columbia Gorge Community College (CGCC) invites qualified vendors to submit proposals for the purchase and installation of the audiovisual system. The equipment will be based upon the functionality and best fit for CGCC. The simulation center will have two simulation labs with two beds each of monitored simulation with the goal of collaboratively working with the existing skills labs, as well. The center needs the capacity for debriefing in separate rooms. Management of the simulation will take place in a separate control room between.

This RFP and any addenda will be posted at <https://www.cgcc.edu/purchasing/bid-announcements>

Each vendor who intends to submit a proposal in response to this RFP shall submit an "Intent to Respond" via e-mail to Mark DeMoss at mdemoss@cgcc.edu on or before July 15, 2024, 3:00 pm. The Intent to Respond shall include the vendor's name, the name of a contact person and that person's e-mail address.

All questions should be sent on or before July 15, 2024. If it becomes necessary to revise or clarify any part of this RFP, written notification will be provided to known bidders via e-mail in the Intent to Respond as well as posted online.

Proposals will be accepted until July 22, 2024, at 3:00 pm. Please email with subject heading, "RFP-CGCC Nursing Sim Lab Audiovisual System".

This solicitation does not oblige the College to pay any costs incurred in the preparation of the Proposals. The College reserves the right to reject any or all Proposals that are not in compliance with all prescribed requirements. This RFP shall be referenced in, and considered part of, any final contract.

II. STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL CGCC CONTRACTS

Contracting Terms and Conditions

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Columbia Gorge Community College (CGCC). These terms and conditions derive from the public nature and limited resources of the CGCC. CGCC DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity.
2. Waive any statutory or constitutional immunity.
3. Apply the law of a state other than Oregon.
4. Procure types or amounts of insurance beyond those CGCC already maintains or waive any rights of subrogation.
5. Add any entity as an additional insured to CGCC policies of insurance.
6. Pay attorneys' fees, costs, expenses, or liquidated damages.
7. Promise confidentiality in a manner contrary to CGCC policies and procedures.
8. Permit an entity to unilaterally change any term or condition once the contract is signed.
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with CGCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between CGCC and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms.
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary.
3. Your entity will not propose to any college or other operating unit of the CGCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure; that failure to so identify will authorize CGCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless CGCC in any and all legal actions that seek to compel CGCC to disclose some or all of your submitted materials and/or contract, if any, executed between CGCC and your entity.
5. To the greatest extent practicable, your entity is encouraged to purchase American-made equipment and products with funding provided under EDA financial assistance.
6. This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration, and therefore is subject to the Federal laws and regulations associated with that program.
7. All work must conform to the requirements of Appendix II to 2 CFR Part 200 – Contract Provisions for Non-federal Entity Contracts under federal awards.

III. RFP EVALUATION CRITERIA

CGCC has established a review committee that will evaluate and select the vendor for award of a contract to provide the equipment, installation, and training services from the responses to criteria outlined in the RFP.

The review will consist of a point formula to score proposals. The evaluators can assign a maximum of one hundred (100) points for each respondent's written response. Based on the total calculated score, the respondent will be ranked highest to lowest with a 100 total score being the highest.

Company Qualifications (maximum 50 points)

1. Describe the organization, size and structure; whether the company is local, regional, or national; the location of the office which will facilitate the sale of the equipment; the number of professional staff employed at that office and the location of any support personnel assigned to this project.
2. Indicate the number and type of non-profit and government clients served. If your clients include colleges and universities or are located in the State of Oregon, please state that information. Provide client names that can be contacted as references.
3. Provide a minimum of four (4) references from previous clients for whom services have been performed over the last five (5) years. Provide the reference's current contact name and telephone number.

4. Consideration will be given to, but not limited to, professional registrations, years of experience, experience with Higher Education Facilities and other experience/qualifications that may be relevant to the proposed project.

Audiovisual System (maximum 50 points)

1. Provide all equipment identified in the RFP with product manufacturer name, description(s), and cost of each.
2. Evaluations will be based on achieving criteria identified for system
3. Schedule duration for procurement and installation.

IV. AUDIOVISUAL SYSTEM DESCRIPTIONS AND CRITERIA

Please identify how your company will address the requirement of the audiovisual system as described in the Audiovisual Project Manual (June 3, 2024) and in the CGCC Nursing Lab - BID SET - AUDIO VISUAL 2024-06-03.

Please note specifically the following information included:

- Section 27 41000 Part 1.1.1 "Scope of Work"
- Section 27 41000 Part 1.2 "Related Documents"
- Section 27 41000 Part 1.3 "Qualification of Bidders"
- Section 27 41000 Part 1.5 "Information to be Submitted with Bid Return"

V. REQUIREMENTS FOR PROPOSALS

Submittal Requirements

Interested bidders must submit their responses to Columbia Gorge Community College, The Dalles, Oregon, Controller Mark DeMoss at mdemoss@cgcc.edu with subject heading, "RFP-CGCC Audiovisual System" no later than 3:00 pm local time on August 2, 2024. Response submitted after this time will be subject to rejection. It is the responsibility of the bidder to ensure that proposals have been received.

Form of Proposal

A Proposer's submitted proposal:

- One (1) electronic copy submitted via email to Columbia Gorge Community College, Mark DeMoss, listed above.
- Exhibit A BID FORM should be completed
- See Section 27 41000 Part 1.5 "Information to be Submitted with Bid Return"
- Shall be in PDF format, 8 1/2" x 11" size. 11"x17" size is acceptable for equipment spreadsheets if needed.

VI. REVIEW AND PROPOSAL SELECTION PROCESS

General

Columbia Gorge Community College reserves the right to reject any or all Proposals and is not liable for any costs the Proposer incurs while preparing or presenting the Proposal. All proposals and fees shall remain in effect for a minimum of 90 days beyond the submittal date.

Upon completion of the evaluations, CGCC intends to negotiate a contract with the Proposer whose proposal is deemed most advantageous to CGCC.

CGCC has appointed a selection committee for this RFP to evaluate proposals, and to award a contract to the vendor which they determine best meets its needs. CGCC reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by CGCC to be in the best interests of CGCC even though not the lowest bid.

The proposals will be evaluated on a qualitative basis; factors which may affect the decision include the vendor's completeness and timeliness in its response to CGCC, the results of discussions with references, and interviews with personnel to be assigned to CGCC.

Vendors shall deliver and install all equipment within 26 weeks from award notification. Preference may be given to vendors that can complete delivery and installation in a shorter time frame after receiving the award. Availability of the proposed equipment may be used in the evaluation of the proposal. The vendor must include a realistic delivery schedule in terms of weeks following contract award.

Interviews

No interviews are planned; however, At CGCC's option interviews may be conducted with the Proposers after the Proposals are evaluated. Such interviews shall provide an opportunity for Proposers to clarify their Proposal to ensure thorough mutual understanding.

END OF REQUEST FOR PROPOSAL

EXHIBIT A

BID FORM

Project Name: **REQUEST FOR PROPOSAL FOR AUDIOVISUAL SYSTEM**

Nursing Simulation Lab – Building 1

Due Date: **July 22, 2024**

Bid From: _____

The undersigned hereby proposes to provide to the College all materials, services, and labor necessary to perform all work in connection with the project in strict accordance with the terms of the Request for Proposal.

In submitting this bid, the undersigned agrees:

- a. To provide all goods, equipment, and services required by the RFP.
- b. To hold this bid open for 60 days from the date of the bid opening
- c. To execute a purchase order relating to this bid if the bid is selected.

Price Bid:

Appendix A - NURSING SIMULATION LAB							
MASTER TABLE OF COSTS - 27 41 00 AUDIOVISUAL SYSTEMS							
AREA	QUANTITY of SPACES	EQUIPMENT	ENGINEERING	PRE-INSTALL	INSTALL	G&A	AREA TOTAL
27 41 20 - DEBRIEF ROOMS 1.452, 1.457: AUDIOVISUAL SYSTEMS, TYPICAL	2						
27 41 30 - PATIENT SIM & CONTROL ROOM: AUDIOVISUAL SYSTEMS, TYPICAL (SIM-1,2 1.454a/b - SIM-3,4 1.456a/b - CONTROL RM 1.455)	1						
TOTALS	3						

Bidder must respond to each of the yes/no prompts below, otherwise the bid will not be considered.

References:

Required Not Required

The Bidder must provide references as required in the RFP

Addenda:

Complete this section if any Addenda were issued and received.

Bidder has received Addenda bidder must insert addenda numbers through bidder must insert the issue date of the most recently received addendum.

Nondiscriminatory Subcontractor Participation:

Bidder certifies that it has not and will not discriminate against disadvantaged business enterprises, minority-owned, women-owned, or service-disabled-veteran-owned businesses, or emerging small-business enterprises in awarding any subcontract relating to this ITB or any contract awarded under it.

Yes No

Conflicts of Interest.

Proposer certifies that no officer, agent, or employee of the College that has a pecuniary interest in the proposal has participated in the contract negotiations on the part of the College; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer in connection with this RFP; and that the proposer is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm.

Oregon Office for Business Inclusion and Diversity Certification:

Please indicate whether your business is certified under ORS 200.055 as any of the following:

- Minority Business Enterprise
- Women Business Enterprise
- Emerging Small-Business Enterprise
- Service-Disabled-Veteran Enterprise

Bidder's Signature and Identification:

I hereby certify that this bid is genuine and that I have not entered into collusion with any other entity or person relating to this bid.

Name of Proprietor, Partnership, or Corporation: _____

Authorized Official Name and Title (Please Print): _____

Signature of Authorized Official: _____ Date Signed: _____

Street Address

City, State, and Zip Code

Mailing Address (if different from street address)

City, State, and Zip Code

Phone Number

Employer Federal ID Number

EXHIBIT B

REFERENCES

ITEM	Reference 1	Reference 2
A. Name		
B. Business or Employer		
C. Telephone	()	()
D. E-Mail Address		
ITEM	Reference 3	Reference 4
A. Name		
B. Business or Employer		
C. Telephone	()	()
D. E-Mail Address		
ITEM	Reference 5	Reference 6
A. Name		
B. Business or Employer		
C. Telephone	()	()
D. E-Mail Address		

Has your company ever been declared in breach of any contract for unperformed or negligent services?

Yes No

If YES, explain. _____

Has any employee or agent of your company ever been convicted of a criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract? Yes No

If YES, explain. _____

Has any employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty? Yes No

If YES, explain. _____

Has your company or any employee or agent of your company been convicted under state or federal antitrust laws? Yes No

If YES, explain. _____

Has any Officer or Partner of your organization ever been an Officer or Partner of another Organization that failed to complete a contract? Yes No

If YES, explain. _____
