



Waubonsee Community College Request for Proposal

10-18-003

Erikson Gym Sound System Upgrade

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1 EXECUTIVE SUMMARY

This Request For Proposal (RFP) is issued as a means of technical discovery and information gathering. This RFP is for planning purposes only and should not be construed as a solicitation nor should it be construed as an obligation on the part of the college to make any purchases. This RFP should not be construed as a means to pre-qualify vendors. Any future contract that may be awarded must comply with college procurement requirements.

1.1 VISION AND MISSION

Waubonsee Community College consistently seeks to be on the leading edge of technology. All five of the institution's core values – Quality, Value, Innovation, Service and Accessibility – are tied to our desire to provide the latest innovations and tools available for students to be successful. Great service and innovation include making information, programs and services accessible to students, all within the convenience of their own community college. The implication to supporting advances in our technology is that it only increases the quality and value of education that we provide, and therefore supporting the Waubonsee's vision to, "open the door of knowledge, spark imaginations, and enlighten lives through learning."

Technology has become an integral component of the campus infrastructure and permeates all aspects of the operation from instructional delivery to basic business needs. The mission of the Erikson Sound System project is to install new sound system equipment including wiring, amps and speakers in the competition gym.

2 COLLEGE OVERVIEW

Waubonsee Community College (WCC), located forty-five miles west of Chicago, Illinois, has served more than 250,000 students since its inception. As one of 48 public community colleges in the Illinois Community College System, WCC is governed by a board of trustees composed of seven community members elected from the district at large and a student trustee selected by the student body. WCC serves 22 municipalities, 12 public high school districts and nine private high schools in a five-county, 600-square-mile district with the current district population estimated at 428,120. In order to proactively address student and community needs, WCC has cultivated a learning-centered culture that values, and an infrastructure that advances, continuous quality improvement.

The college's main campus is Sugar Grove. Its three extension campuses are Aurora Downtown, Plano and Aurora Fox Valley.

3 RFP REQUIREMENTS PROCESS

Request for Information will be processed using Waubonsee's online Blackboard system. Vendors will be given logon access where they can download the RFP requirements, submit questions to Waubonsee for clarification and receive responses. All vendors will have access to all questions and answers. When finished, vendors can submit documents directly to Waubonsee's Blackboard system. All submissions will be private and viewable only to WCC.

3.1 RFP SCHEDULE

RFP key dates are the following:

October 26, 2018	RFP emailed and uploaded to WCC web site (Blackboard)
October 26, 2018	Process open to questions and clarifications
November 2, 2018 at 2:00 p.m	Mandatory Site Survey Meeting conducted - meet in Field House Lobby
November 7, 2018 at 2:00 p.m	Process closed to questions and clarifications
November 9, 2018 at midnight	Vendor Responses due to Waubonsee Community College – uploaded to Blackboard
November 12, 2018	Possible vendors identified
November 12, 2018	Possible vendors interviewed (if necessary)
November 13, 2018	Recommendation finalized, Submit to Board
December 12, 2018	Board Meeting for award
December 17, 2018	Issue Purchase Order and begin equipment procurement process
Mar 18, 2019 – Mar 24, 2019	Install and replace equipment (tentative)

3.2 RFP RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

All administrative questions related to the RFP process itself or access to Blackboard should be directed to:

Theresa Larson, Purchasing Manager
purchasing@waubonsee.edu

All other questions related to the verbiage within the RFP, or proposal development must be submitted via the Blackboard discussion board. Failure to adhere to this requirement will be considered grounds for non-consideration.

Please upload your proposal response to this RFP in the following format to Blackboard no later than **November 9, 2018 at midnight CST**.

3.3 LIABILITIES OF INSTITUTION

This RFP is only a request for information about potential products/services and no contractual obligation on behalf of Waubonsee Community College whatsoever shall arise from the RFP process.

This RFP does not commit Waubonsee Community College to pay any cost incurred in the preparation or submission of any response to the RFP.

3.3.1 CONFIDENTIALITY & PROPOSAL OWNERSHIP

RFP Ownership: All proposals to the RFP will become the property of Waubonsee Community College and will not be returned.

Public Records Act: all materials received or created by the college are considered *public records*. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.

4 RESPONSE FORMAT AND REQUIREMENTS

4.1 GENERAL

- Responses are required for ALL sets of requirements. If you do not believe that you can meet any specific requirement, you should respond with your best alternative.
- All proposals must be submitted electronically on Waubonsee's Blackboard application in Microsoft Word (.docx), Excel (.xlsx) or Adobe (PDF).
- Waubonsee Community College reserves the right to reject any or all proposals or parts thereof.
- All information contained in this RFP and in the RFP responses shall be deemed proprietary information of Waubonsee Community College and the proposing vendors respectively and shall remain the property of Waubonsee Community College.
- The vendor shall not use the college's name or any RFP information for advertising purposes without the written consent of Waubonsee Community College.
- Waubonsee Community College shall be the interpreter and sole arbiter as to the products and services proposed. The College Board of Trustees reserves the right to accept or reject any response, to waive irregularities, to omit any items identified in the product features and service expectations, and to accept the response considered to be in the best interest of Waubonsee Community College.
- Vendor agrees to hold Waubonsee Community College, its Board of Trustees, employees or agents free and harmless of, from and against, all liability, loss damage, expense or claims of the Vendor, its employees or agents.
- For your information, the following documents are required as part of the procurement process at the college:
 - a) A signed copy of the Waubonsee Community College Third-Party Non-Disclosure Agreement.
 - b) A completed copy of the Waubonsee Community College SaaS Security Assessment Questionnaire for Hosting Service Provider.
 - c) A completed copy of the Voluntary Product Accessibility Template for solutions with web-based user interfaces.

4.2 POSTING RFP RESPONSE

Waubonsee will be utilizing the Blackboard application to post the RFP and allow vendors to view the RFP, and post their responses. All vendors should already have logins/passwords for this purpose.

4.3 GROUNDS FOR NON-CONSIDERATION

During this RFP process, and until a vendor is selected, all vendor communications must be through Blackboard. Failure to adhere to this requirement will be considered grounds for non-consideration.

Please provide your response to this RFP in the following format, and upload to Blackboard no later than **November 9, 2018 at midnight CST**.

4.4 COMPANY INFORMATION

- a) Company name with address and telephone. Local is preferable.
- b) Key contact information with telephone, fax and e-mail.
- c) Company key management and key personnel that would be assigned to this project.
- d) Company ownership.

4.5 BACKGROUND

- a) A brief history of the company, target customers, and strategic direction including planned mergers or acquisitions.
- b) Length of time providing services to educational institutions and overall length of time in business.

4.6 QUALIFICATIONS

If possible provide at least three (3) higher education reference accounts which you have provided **gymnasium, auditorium and/or classroom audio visual** systems and services in the last year. Please include their names and phone numbers. Community colleges in Illinois would be preferable.

4.7 MANAGEMENT REQUIREMENTS

For the Erikson Sound System implementation, Waubonsee will review the qualifications and have final say on all consultant personnel, and may conduct interviews of consultant personnel.

Consultant Team may include:

- Account Manager
 - Project Manager
 - Engineer
 - Installer (s)
- a) Describe your project management methodology including the responsibilities of the people in the above roles.
 - b) Detail the qualifications and training of the people that will be assigned to the above roles.

- c) Would you plan on utilizing third party implementers? If so, please specify company name, location, number of years you have worked with them, and the number of implementations of your Student ID System they have performed. Reference accounts should ones where these third party implementers were engaged.

4.8 CHANGE CONTROL (COSTS, SCHEDULE, FUNCTIONALITY)

Describe your methodology for managing changes to the project. Do you have a formal change control process?

4.9 COMMERCIAL REQUIREMENTS

4.9.1 Scope of Work and Cost Estimates (see Cost Preparation Instructions below)

The College has one competitive gymnasium located in Erikson Hall at the Sugar Grove Campus being considered under this RFP. The rack will be provided by WCC.

The nine existing Gym speakers will be removed and replaced with new sound reinforcement speakers. New wiring and amplifiers will be installed to power the speaker circuits. New audio input jacks for the portable mixing console will be wired and installed at four discreet locations around the gym. A digital signal processor will be installed and programmed to tune the system to the room and help manage feedback, clarity, and loudness when the Gym is at max capacity. An audio output will be provided for the video equipment in the control room.

Vendors shall submit a design with equipment layout and connection drawings. With that design vendor should provide equipment recommendations, quantities and costs. The equipment recommendations should be listed in a table shown below with information from their own sources and list the unit price, as well as the extended price, as part of their proposal. **Vendor will be responsible for installing all of the equipment.**

Item #	Quantity	Part Number	DESCRIPTION	Unit Price	Ext. Price
1					
2					
3					
4					
5					
6					
7					

Equipment line item Total Cost for above table \$ _____

Installation Cost \$ _____

Total delivered and installed cost for new sound system as specified: \$ _____

4.9.2 Subcontracting

Waubonsee must approve the use of any subcontractors. Do you plan on utilizing subcontractors? If so, please provide details of deliverables they will produce or tasks they will perform.

If a subcontractor or supplier is needed to fulfill contract requirements, please consider using a small or disadvantaged business. The State's policy is to promote small businesses, including those owned by Veterans, businesses owned and controlled by minorities, females, and persons with disabilities, and sheltered workshops for the severely disabled. We encourage the use of these companies on State contracts and in your commercial activities. Please visit <https://www.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for more information regarding these programs.

4.9.3 Assignment

In general, Waubonsee does not approve the assignment of deliverables or tasks. Do you see any issues with this?

4.9.4 Insurance (Informational Only)

It is required with exceptions only approved by the college to have insurance written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater:

1. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise limited by law.
2. Comprehensive general liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner. Minimum limits shall be as follows:

Bodily and Personal Injury	each person	\$500,000.00
	each occurrence	\$1,000,000.00
Property Damage	each occurrence	\$500,000.00
	Aggregate	\$1,000,000.00

Contractor shall provide Waubonsee Community College with a Certificate of Insurance and endorsement naming Waubonsee Community College District No. 516, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.

3. Comprehensive automobile liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:

Bodily and Person Injury	each person	\$500,000.00
	each occurrence	\$1,000,000.00
Property Damage	each occurrence	\$500,000.00
	Aggregate	\$1,000,000.00

4.9.5 Equal Employment Opportunity (Informational Only)

In the event of the contractor's noncompliance with any provisions of this Equal Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and, therefore, ineligible for future contracts or subcontracts within the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it in its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organizations or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6, and 7 in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and, therefore, ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

4.9.6 Prevailing Wage (Informational Only)

The successful bidder must pay prevailing wages for the area and follow all other provisions of the Prevailing Wage Act.

When a contract/order requires construction of Public Works as defined in the Illinois Prevailing Wage Act, including new structures, renovation, remodeling and expansion of existing structures, maintenance and repair of equipment on a construction site, transportation of equipment or materials to or from a construction site:

- 1) Seller and its subcontractors must pay prevailing wage to any laborers or workers working on the project. It is Seller's responsibility to determine the appropriate current prevailing wage rate.
- 2) Seller shall maintain a certified payroll which will be required prior to payment, and shall be required to submit a Wage Certification Form and maintain records in accordance with the Prevailing Wage Act [820 ILCS 130/1-12]
- 3) Prior to payment of the purchase price, Seller shall furnish lien waivers, releases, affidavits, and other documents as Buyer requires, keeping Buyer's premises lien free.

4.9.7 Business Enterprise Program (Informational Only)

It is the practice of Waubonsee Community College to ensure full and equitable economic opportunities to person and business that compete for business with WCC, including Minority, Women-Owned and Disadvantage-Owned Business Enterprises (M/W/DBE).

WCC encourages participation in contracts for goods and services by firms that are certified. This may be the primary vendor being certified or by the utilization of qualified subcontractors, suppliers, joint ventures or other arrangements that afford meaningful opportunities for M/W/DBE participation.

4.9.8 Smoking Policy (Informational Only)

The policy of the Board of Trustees is to have a smoke free college environment. Smoking on college grounds and inside college facilities and college vehicles is prohibited. Smoking is only permitted inside private vehicles.

4.9.9 Tax Exemption (Informational Only)

Waubonsee Community College is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Exemption certificates will be furnished on request.

4.10 QUALITY REQUIREMENTS

4.10.1 Internal Quality Programs

Describe your internal quality program. How will you ensure that all of Waubonsee's requirements are met, including cost, schedule and functional requirements?

4.10.2 Internal Training Program

Describe your internal training program. How do you maintain and upgrade the skills of your functional and technical experts.

4.10.3 Training Program

Training will be required for a cross-section of Waubonsee's employees (i.e. executive, administrators, supervisors, etc) for the purpose of informing them about the suite of software products purchased regarding methods of how they will/could be used.

- a) Describe your customer training program. How will you ensure that Waubonsee's functional staff is adequately trained?
- b) How will you ensure that Waubonsee's technical staff is adequately trained?

4.10.4 Change Management Program

Do you have a change management program? If so, how do you plan to assist with the transition to the new system for Waubonsee staff?

4.10.5 Testing Process

Describe your system testing methodology. How will you ensure that system functionality is sufficiently tested before going into production?

4.10.6 Installation Plan

Please provide a proposed implementation process outline that starts with initial contract agreement and ends with maintenance of a completed implementation. Include brief descriptions of each phase and projected timeframes.

Also include all resources, services and equipment that the College needs to provide.

4.10.7 Ongoing System Maintenance and Support

- a) After installation, how are questions and requests for programming changes and technical assistance handled?

- b) Describe your customer support organization, including structure, industry experience and whether supported in-house or outsourced. Specifically, describe the escalation process and ability to access program managers and developers.
- c) What are the types of costs associated with support, if any, and do support options exist? Indicate levels of support and benefits of each.
- d) What hours (in terms of Central Standard Time) are customer support personnel available? Is 7 day/24 hour support available? Describe web-based support available.
- e) What type of support and training is provided for new system releases?

4.10.8 Project Organization and Staffing

- a) Respondent should include a description of the project structure and an organizational chart, which includes anticipated resources by type of FTE for such a project. Staffing should be sufficient to meet implementation milestones and timelines in the previous section. Briefly describe each role on the project organization chart, including the responsibilities for each role as well as the skills required to fill each role, including WCC personnel.
- b) The respondent should identify key resources **you expect to assign** to this project. Key resources include individuals such the account manager, project management, key product specialists, and area functional and technical leads. **Attach** resumes of key resources in a separate appendix. Provide the following information for each key resource:
 - Whether directly employed by your company
 - Number of years' experience implementing your software
 - Student ID system component expertise or specific skills
 - Relevant certifications
- c) The respondent should provide resumes of representative consultants. Identify whether resources are employed directly by your company or a third party. The following skill categories should be used:
 - Account Manager
 - Project Management
 - Application Development
 - Systems Programming and Database Administration
 - Business Process / Change Management Specialist
 - Functional and Technical Consultants
- d) Identify a senior level person (vice president, equivalent, or higher) who will be accessible and responsible for managing the Waubensee account throughout the life of the contract.
- e) What is your average staff turnover during a project?
- f) Indicate all physical resource requirements that WCC needs to provide.

4.10.9 Contact Information

If a corporation, please provide the following information:

Name	Address
President:	
Secretary:	
Treasurer:	
State of Incorporation:	

If a partnership, please provide the following information:

Name	Address
Partner:	
Partner:	
Partner:	

If a joint venture, please provide the following information:

Name	Address
Member:	
Member:	
Member:	

Authorized Signature

Printed or Typed Name

Date



5 REFERENCES

The vendor should at least list three previous projects achieved providing the following:

Organization #1:

Contact:	
Address:	
Phone:	
Years as Client:	
Key similarities to Waubonsee:	

Organization #2:

Contact:	
Address:	
Phone:	
Years as Client:	
Key similarities to Waubonsee:	

Organization #3:

Contact:	
Address:	
Phone:	
Years as Client:	
Key similarities to Waubonsee:	