



HIGHLAND COMMUNITY COLLEGE

2998 W. Pearl City Road, Freeport, IL. 61032

REQUEST FOR PROPOSAL

Highland Community College (HCC) located at 2998 W. Pearl City Road, Freeport, Illinois, is seeking proposals from qualified providers for an educational grade virtual reality or augmented reality law enforcement simulation training system, equipment and support materials.

This document is a Request for Proposal (RFP) for the system and services described below and does not obligate HCC to accept responses from eligible Providers. The RFP establishes minimum requirements a Provider must meet in order to be eligible for consideration as well as information to be included in the Provider's proposal response. Carefully examine the specifications, conditions, and limitations.

CONFIDENTIALITY

Provider's proprietary proposal information will be kept confidential by the Proposal Review Committee and any other involved Administrators or Board of Trustees members until such time as a final decision is recommended. All proposals and supporting documentation shall become the property of HCC and will not be returned.

PROPOSAL SUBMISSION AND QUESTIONS

Provider questions should be directed to the HCC purchasing department email address, below. Providers shall send via email, US Post Office mail, FedEx delivery, or hand deliver three copies of their proposal to:

Email: purchasing@highland.edu

Jill Janssen, CFO
Highland Community College, Room H234
2998 West Pearl City Road
Freeport, IL 61032
815-599-3412

Responses to this RFP are due by 5:00 p.m. on Thursday, February 29, 2024. Proposals that do not follow the RFP format, do not include all the minimum requirements specified, are missing required documentation, or are not submitted by the due date and time may not be considered. HCC retains the right to accept, reject, or negotiate proposals received

as well as to vary or waive any provisions set forth in this request for proposals in the best interests of HCC.

REQUIRED STATEMENTS

The attached Contractor's Certification Form and Business Enterprise Act Form, must be signed, notarized and returned with your proposal. Failure to do so may result in the rejection of your proposal.

SIGNATURE ON PROPOSALS

Highland Community College requires the signature on proposal documents to be that of an authorized representative of said Vendor with authority to bind the Vendor contractually with respect to this RFP. Each vendor, by making a proposal, represents that the proposal documents and instructions to vendors are part of the specifications.

QUESTIONS

Any questions regarding this RFP can be directed to purchasing@highland.edu

INSTRUCTIONS TO VENDORS

Key Dates:

The following dates are set forth for informational and planning purposes; however, the Highland reserves the right to change the dates if necessary.

RFP Issued	February 8 th
Last Day for Questions from Providers	February 22 nd
Addendum for Response to Questions from Providers	February 26 th
Proposals Due	February 29 th
Finalist Interviews/Demonstrations Conducted	Week of March 11, 2024
Notification of Selection Sent to Finalist	By April 1, 2024
Recommendation to Board of Trustees	April 23, 2024
Training and installation	By July 15, 2024

Proposal Format and Requirements:

- Cover Letter;
- Operational Plan (including timeline and schedule of progress updates);
- Description of the provider's qualifications and relevant work experience, particularly with college students;
- Summary of why the provider is a good fit for this project;
- Resume of staff assigned to carry out training duties;
- Full project cost (including shipping, training, equipment, annual fees, ancillary equipment recommended);
- Warranty duration and coverage details;
- Listing of current insurance policies and amounts;
- References (3); and

- Attached Forms

Packaging of Response:

Proposal may be submitted by email or US mail, due to the College by the deadline, to include the following information:

- Complete name and address
- Date and Time submitted
- Reference/Email Subject Line: "VR/AR law enforcement simulation training system".

Late Proposal:

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.

Proposal Preparation Costs:

The costs for developing and delivering responses to this RFP are entirely the responsibility of the proposer. HCC is not liable for any expense incurred in the preparation and presentation of their proposal or any other costs incurred prior to execution of a Purchase Order or Contract.

Third Party Specifications:

If it is the intent of the provider that a third party perform any part of this contract, HCC reserves the right to know the identity of the third party before any contract is awarded. The provider receiving this contract, however, is responsible for meeting deadlines, fulfilling specifications and for the quality and execution of the program.

Minority, Female, and Persons with Disabilities Participation:

Highland Community College strives to promote the economic development of businesses owned by minorities, females, and persons with disabilities. Consideration will be given as part of the vendor evaluation and selection process.

EVALUATION CRITERIA AND PROCESS

Award criteria may include, but is not necessarily limited to, Provider's:

- Background and experience in performing requested services;
- Availability of resources;
- Proposed cost for services;
- Overall value of services; and
- Competency and responsibility of Provider

A review team will consider all of the proposals and may select providers for interview if deemed necessary. HCC may at its sole discretion decline to make an award or award all or a part of the scope of work to one or more Providers. Proposals will be valid for 120 days from the date of the submitted proposal.

SCOPE OF SERVICES

One educational grade virtual reality or augmented reality law enforcement simulation training system, equipment, and support materials with the following minimum requirements:

A. One virtual reality or augmented reality law enforcement training simulator system:

- Virtual reality or augmented reality headset/s or head mounted display
- Other equipment, if needed such as backpack, utility belt, and so on
- Training replica accessories: pistols, pepper spray, TASER, rifle, and other tools offered
- Recoil mechanism in tools, if offered. Include any equipment needed for recoil canisters
- List of any customizing options with equipment accessories
- Instructor workstation that may include tablet or computer with software to run the system
- System scenarios include: de-escalation, crisis intervention, mental health intervention, traffic stops, judgment skill building, active shooter training and more within a variety of criminal justice career fields such as policing, corrections, and probation/parole.
- Unlimited usage of scenarios with repeat options for scenarios within the system
- Room specifications needed to operate equipment or specify if system has portable capabilities (see Attachment for Highland Community College's classroom layout/measurements – note, desks and chairs are removeable)

B. Training for the trainers/operating instructors:

- Hands on training at Highland Community College for 4 operators which will enable these trainers to become proficient in the operation, maintenance of all accessories, software, and system. Proposals must include detailed outline of the instructor training and description of the follow up resources available to the instructor/trainees.
- System and all hardware to be delivered Highland Community College in Freeport, Illinois and assembled for classroom use

C. Technological and customer service support:

- Time availability
- loaner system if needed

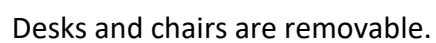
D. Updates to VR or AR system:

- System updates
- Scenario updates

E. Equipment and training completed by:

- July 15, 2024

Attached are the Highland classroom layout/measurements as well as the required proposal forms and statements to be filled out completely, signed, and notarized (statements only) and should be accompanied by any supporting material that Provider would like to have considered.



PROPOSAL FORM

PROPOSAL SUBMITTED BY _____

DATE _____

BASE PROPOSAL

The undersigned agrees to perform at a minimum, all items listed in "Scope of Work."

_____ DOLLARS(\$ _____).

VENDOR _____

ADDRESS _____

BY: _____

TITLE: _____

DATE: _____

Certification Form (complete and notarize)

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Pertaining to the bid for: _____

I/We as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the "Criminal Code of 1961".

I/We also hereby certify that we conform to the current rules and regulations of the Illinois Fair Employment Practices Commission and comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission.

I/We also hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

Name of Contractor/Bidder

Title

Date

Business Enterprise Act Form (complete and notarize)

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Bidder may qualify as a business owner as defined in the Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act under the following criteria. Check all boxes that apply (if Bidder does not qualify, check "Not Applicable"):

- ☐ Female: shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender
- ☐ Person with Disability: means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled
- ☐ Minority Person: shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Hispanic or Latino
 - ☐ Native Hawaiian or Other Pacific Islander
- ☐ Not Applicable

Certifying Organization (if Bidder does not qualify, check "Not Applicable")

- ☐ DCMS (Department of Central Management Services) Business Enterprise Program
- ☐ Other (Please Explain) _____
- ☐ Not Applicable

Name of Contractor/Bidder

Title

Date