

REQUEST FOR PROPOSAL

HEALTHCARE DISTANCE LEARNING PLATFORM

AN AGENCY SOLICITATION BY:

Baker Technical Institute
2090 4th St.
Baker City, OR 97814

I. INTRODUCTION

A. General Information

The entity listed is issuing a request for proposal (RFP) and inviting qualified providers to submit proposals for equipment and services as outlined in the RFP.

Due to an unprecedented aging population, the healthcare field is in high demand. Specifically, entry level positions are most often the highest need for rural hospitals, clinics, and long-term care facilities. This high need arises from two main issues. The first issue is the fact that entry-level positions are now being expected to perform many more tasks in a medical setting than ever before, and relied heavily upon in the day to day operations. The second issue is the high turnover rate in these positions caused by individuals pursuing higher-paying jobs and the stress of COVID. In rural areas, when there is turnover, the lack of a trained workforce is a significant barrier to being able to replace the employee, which allows for the continuation of services.

Expanding education into rural populations is challenging in that the number of students available to participate in the classes combined with the workforce need is often too small to justify the cost of an entire class within each of the rural communities. Due to the geographic distance between class locations, it is not always feasible for potential students to travel 2-3 hours each direction to attend available classes. Unfortunately, all of this combined causes a lack of trained medical personnel in rural communities.

Additionally, in rural communities there exists a lack of highly trained and certified instructors. This creates an additional need for the technology to allow instructors to expand their reach by training from one central hub location to remote end-users.

BTI is proposing to build a Distance Learning Platform that is designed with it's main campus location in Baker City serving as the only hub/end-user site that will distribute distance learning to 4 end-user locations. The hub/end-user site will have two classrooms equipped to serve as distribution classrooms. The hub classrooms will also have students in the room learning along with students at end-user sites. End-user sites are medical

facilities across the region where students can go to attend the classes by using a device to access the course. These sites will only require space and access to a computer (chromebook or personal device owned by a student). This network will be used to offer more healthcare courses that reduce time and travel for students and instructors.

To be considered, companies must submit three copies of their proposals to the address below, by the end of the business day on October 22nd, 2021. The institute reserves the right to reject any or all proposals submitted.

Submission Address:

Baker Technical Institute
Attn: Heavy Equipment School
2090 4th Street
Baker City, OR 97814

The institute reserves the right, where it may serve their best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the institute, companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the company of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and conveyed in the contract between the institute and the company selected.

The institute will award a contract to the company that best meets the needs and requirements of the institute. It is anticipated that institute will make a selection of a company by October 29th, 2021 by issuing an intent to award notice. Following formal board approval, it is expected a contract will be executed between both parties by November 19th, 2021.

B. Term of Engagement

A contract is contemplated for the Scope of Products and Services herein, subject to satisfactory negotiation of terms and the concurrence of the board. It is hereby understood that any term of contract may be impacted by product warranty length, service options, etc.

II. NATURE OF PRODUCTS REQUIRED

A. Scope of Product

The institute is requesting proposals from qualified providers for a state-of-the-art distance learning system for two main classrooms (hub/end-user site) of 30 or more students. These rooms are existing classrooms located at the BTI headquarters location in Baker City. Each will be equipped with video conferencing/distance learning and audio conferencing coupled with a speaker tracking cameras and other relevant cameras for

visual coverage capabilities, as well as audio conferencing. The programming for these rooms will include, but not limited to video and audio calls, camera switching, lighting presets, microphone and speaker control, and input selection. Also included will be an interactive white board in each room which will allow the instructor to display the information written on the board across student devices. Four end-user sites will be available for students to attend via Chromebooks or other devices provided.

These products are to perform in accordance with the provisions included in this request for proposal.

B. Scope of Services

Services

- Classroom layout and design for two classrooms
- Remote site equipment specifications
- Equipment procurement
- On-Site Installation
- Trainer Training on all operating systems
- Shipping
- Yearly maintenance, support, warranties, and software upgrades, if any

A. Background Information on the Baker Technical Institute

BAKER TECHNICAL INSTITUTE

Baker Technical Institute (BTI) is a leading provider of Career Technical Education programs focused on developing the next generation of skilled workers, technology innovators, entrepreneurs, and community leaders in rural communities. With campuses in Baker City and Prineville, Oregon, BTI offers cutting-edge education and training, leading to certification in high-wage, high-demand careers, such as agricultural sciences, building trades, natural resources/environmental sciences, engineering, health services, welding, heavy equipment operation, truck driving, and manufacturing. For more information, go to bakerti.org

BTI is established as a non profit public benefit entity in the state of Oregon. BTI is licensed as a technical college by the Oregon Higher Board of Education.

III. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are required to be submitted:

Requests for proposals issued	September 29th, 2021
Due Date for proposals	October 22nd, 2021 (end of business day 5:00 PST)
Interviews of finalists, if held	October 25th, 2021

B. Notification and Contract Dates

Intent to award notice	October 29th, 2021
Contract/Purchase Order date	November 19th, 2021
Products provided by	ASAP - Must be completed by August 30th, 2022

IV. PROPOSAL REQUIREMENTS

A. General Requirements

INQUIRIES

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Baker Technical Institute
RE: Simulator Proposal
2090 4th Street
Baker City, OR 97814
541-524-2651

SUBMISSION OF PROPOSALS

The following material is required to be received by October 22nd, 2021 (end of business day) for a proposing company to be considered:

1. A master copy (so marked) of a Technical Proposal and three copies to include the following:
 - a. Title page
Title page showing the request for proposal's subject; the company's name, address and telephone number of a contact person; and the date of the proposal.
 - b. Table of Contents
 - c. Transmittal Letter

A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the company believes itself to be the best qualified to provide the equipment and services, and a statement that the proposal is an irrevocable offer for sixty days.

d. Detailed Proposal

The detailed proposal should include all relevant information with regard to the system design, software, hardware specs, etc.

2. The proposer shall submit an original and two copies of a dollar cost bid in a separate sealed envelope marked as follows:

“Sealed Dollar Cost Bid Proposal for Healthcare Distance Learning Platform”

3. Proposer should send the completed proposal to the following address (Note: Electronic or faxed Proposals will be accepted):

Baker Technical Institute
Attn: Doug Dalton
2090 4th Street
Baker City, OR 97814

B. Sealed Dollar Cost Bid

TOTAL ALL-INCLUSIVE MAXIMUM PRICE

The sealed dollar cost bid should contain all pricing information relative to providing the equipment and services as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The sealed dollar cost bid sheet should include the following information:

1. Name of company
 2. Certification that the person signing the proposal is entitled to represent the company, empowered to submit the bid and authorized to execute a contract.
 3. A fixed price for the project.
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V. EVALUATION PROCEDURES

A. Administrative Review

Proposals submitted will be evaluated by key staff for the institute.

REVIEW OF PROPOSALS

The Administrative Review will consist of a point formula during the review process to score proposals by each of the criteria described below.

After the composite technical score for each company has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid.

EVALUATION OF PROPOSALS

The following is intended to give a brief description of the steps that will be used in the evaluation of the proposals. The evaluators will compare the relative merits of each proposal as follows.

<u>Technical Criteria</u>	Point Range
1. System design and ability to meet institute’s needs	(0-50)
Technical	
Types of equipment	
Reliability	
Sound	
Graphics	
2. Qualifications of the entity, including consultants, to be assigned to the project. (0-20)	
Proven experience and product	
Qualified trainers and installers	
Size and structure of the company	
3. Ongoing product support	(0-30)
Customer support access and quality	
Access via remote options	
Hardware support and replacement	
Total Technical Points	0-100

<u>Cost Criteria</u>	Point Range
Total cost including ongoing support	0-100

MAXIMUM POINTS 0-200

B. Final Selection

The decision will be made by the institute's board based upon the recommendation of administration. It is anticipated that a notice of intent to award will be issued by October 29th, 2021.

C. Right to Reject Proposals

Submission of a proposal indicates acceptance by the company of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and accompanied in the contract between the institute and the company selected.

The institute reserves the right without prejudice to reject any and all proposals.