



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Inver Hills Community College

REQUEST FOR PROPOSAL (RFP) For Emergency Medical Services Program Digital Anatomy Display Table

NOVEMBER 2021

REQUEST FOR PROPOSAL (RFP)

FOR Emergency Medical Services Program

Digital Anatomy Display Table

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Inver Hills Community College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Inver Hills Community College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State's sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](#). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Inver Hills Community College.

School: Inver Hills Community College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor: The firm selected by Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Inver Hills Community College

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ plus students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Authority

This RFP is undertaken by Inver Hills Community College (hereinafter “MINNESOTA STATE”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. MINNESOTA STATE will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. MINNESOTA STATE reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of MINNESOTA STATE. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

Inver Hills Community College is requesting proposals to provide a life-size, high resolution display to simulate full-body cadavers to aid in instruction in physiology and histology for students in the Emergency Medical Services (EMS) Education Program. This RFP is undertaken by the College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Technical/Functional Requirements

The contract shall not be subcontracted or assigned without prior written permission of the college. The college shall select the vendor(s) whose proposal(s) and oral presentations(s) if requested, demonstrate in the college's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. The proposals must include the cost of all components and the vendor must demonstrate their capability to meet the following conditions of operation:

1. All necessary hardware to operate a digital anatomy display table. This display should be able to display a six-foot tall adult human body at true scale in anatomical position. This device should have the following capabilities:
 - Lifesize full-body digital display
 - Adjustable Display Angle from horizontal to vertical
 - Video Output
 - Upload & Render Medical Scans
 - PACS Compatibility
 - High Resolution Regional Data
2. Software package with all applications and programs to access the following items:
 - four full-body cadaver programs
 - ultra high-quality filters for CT & MRI
 - medical design studio
 - anatomical radiology curriculum
 - physiology
 - case files, more than 1,000
 - prosection scans, more than 50
 - histology slides, more than 800
3. Custom-made crate to properly protect all components in transit
4. Anatomy eBook package with 100 licenses

5. Annual service and support plan for a minimum of one year with the following features:
 - first-year warranty
 - software upgrade
 - tech support
 - on demand virtual training

6. Optional extended warranty of three years or more, which includes:
 - software upgrades
 - tech support
 - on demand virtual training

7. Optional onsite training from a company representative with up to six hours of training.

RFP Information Contact

Inver Hills Community College's authorized representative for purposes of responding to inquiries about the RFP is:

Name: Christopher Metsgar

Title: Dean of Allied Health and Nursing

Address: 2500 80th Street East, Inver Grove Heights, MN 55076

Telephone: 651-450-3520

E-mail address: alliedhealth@inverhills.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Inver Hills Community College shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between MINNESOTA STATE and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Minnesota State’s RFP Terms and Conditions

This RFP includes and incorporates MINNESOTA STATE’S RFP Terms and Conditions. Vendors should be aware of MINNESOTA STATE’S RFP terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with MINNESOTA STATE is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

| | |
|----------------------------|--|
| Friday, November 19, 2021 | Inver Hills Community College Publishes RFP notice in State Register |
| Tuesday, November 30, 2021 | Deadline for Vendors to submit clarifying questions |
| Friday, December 3, 2021 | Inver Hills Community College deadline to publish responses to RFP questions |
| Friday, December 10, 2021 | Deadline for RFP proposal submissions |
| Friday, December 17, 2021 | Vendor selected and notified |

Inver Hills Community College reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

MINNESOTA STATE desires to enter into a contract with the successful Vendor(s) effective January 01, 2022 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be up to 60 MONTHS or 5 YEARS. If MINNESOTA STATE and Vendor are unable to negotiate and sign a contract by 12/31/21, then MINNESOTA STATE reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later than 3:00 p.m. CT on Friday, December 10, 2021:

Institution: Inver Hills Community College

Name: Christopher Metsgar

Title: Dean of Allied Health and Nursing

E-Mail Address: Alliedhealth@inverhills.edu

Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 10 MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in cloud storage will not be accepted. All pages must be numbered and font size no smaller than 10 point. MINNESOTA STATE'S email receipt time stamp will be used for consideration, not the senders.

Proposals received after the Proposal Deadline date and time will not be considered. Fax and mail responses will not be considered. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of "white out" is considered an alteration.

Proposal Content

Vendors must submit the following information:

1. **Adherence to MINNESOTA STATE Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.
2. **Work Plan:** A description of the deliverables to be provided by the vendor along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.
4. **Cost/Value:** Identify the level of MINNESOTA STATE'S participation in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation.

Terms of Payment

Payment shall be made by MINNESOTA STATE promptly after Vendor's presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE'S authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Payments are to be made from federal funds obtained by Minnesota State through Title III of the Higher Education Emergency Relief Fund Act of American Rescue Plan (Public law and amendments thereto). If at any time such funds become unavailable, the resulting contract may be terminated immediately upon written notice of such fact by MINNESOTA STATE to the Vendor. In the event of such termination, Vendor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Required Documents and Forms

1. Affidavit of Non-Collusion. **All** vendors must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Workforce Certificate. For all contracts estimated to be in **excess of \$100,000**, vendors are required to complete the Minnesota Department of Human Rights [Workforce Certificate Form](#) and submit your certification with the response (including extension options).
4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$500,000**, responders are required to complete the Minnesota Department of Human Rights [Equal Pay Certificate Form](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Targeted Group Businesses (TGBs). If applicable, eligible certified TGBs businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. [Targeted Business Inclusion Form](#)

6. Economically Disadvantaged (ED)/ Veteran-Owned (VO) Businesses and Individuals Preference. If applicable, eligible certified ED/VO businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Vendors may apply for certification through the [Minnesota Small Business Certification Portal](#).

Selection Process

The selection process includes Dean of Allied Health and Nursing, Director of EMS, Director, Academic Affairs Operations, and Biology Faculty. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

| No. | Evaluation Factors | Weight |
|--------------|--|-------------|
| 1. | Adherence to MINNESOTA STATE Terms and Conditions | 10% |
| 2. | Work Plan | 10% |
| 3. | Price | 30% |
| 4. | Qualifications of Vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company) | 20% |
| 5. | Completeness, thoroughness and detail of response as reflected by the proposal's discussion and coverage of all elements of work listed above | 10% |
| 6. | Targeted Business Inclusion; respondent is a certified TGB and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB | 10% |
| Total | | 100% |

MINNESOTA STATE reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

MINNESOTA STATE does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor's ability to work with the existing infrastructure will be too limited or difficult to manage.

Supplier Diversity

Pursuant to policy 5.14 and Minn. Stat. 16C.16, MINNESOTA STATE is committed to taking affirmative action to ensure that minority-owned (MBEs) and women-owned (WBEs) businesses are given equal opportunity to provide their goods & services to MINNESOTA STATE. Targeted Group Business (TGB) inclusion is a part of the criteria for this RFP to facilitate MINNESOTA STATE'S fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of \$50,000, all responding Vendors are required to complete the attached [Targeted Business Inclusion Form](#) and attach hard copies of TGBs certificates verifying that the Vendor is certified by one of the certifying agencies recognized by MINNESOTA STATE. Vendors are **not** required to include TGBs in their bid response; however, it should be noted that TGB inclusion is ten percent (10%) of the total proposal criteria.

Minnesota State recognizes certifications from at least one the following certifying agencies:

- [State of Minnesota – Department of Administration](#)
- [Central \(CERT\) Certification Program](#)
- [North Central Minority Supplier Development Council](#)
- [Women's Business Development Center](#)

Preferences for ED/VO/TG:

[Register](#) to become certificated or for information regarding certification, contact the OEP at 651-201-2402 or you may reach the helpline by e-mail at procurement.equity@state.mn.us. For TTY/TDD communications, contact the helpline through the Minnesota Relay Services at 1.800.627.3529.

Targeted Group (TG)

In accordance with Minnesota Rules, part 1230.1810, certified Targeted Group (TG) Businesses submitting proposals as prime vendors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Minnesota Department of Administration's Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

Economically Disadvantaged (ED)

In accordance with Minnesota Rules, part 1230.1830, certified Economically Disadvantaged (ED) Businesses submitting proposals as prime vendors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible ED

businesses must be currently certified by the Minnesota Department of Administration's Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

Veteran-Owned (VO)

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent (6%) preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.