Request for Proposal

to

Install Virtual/Extended Classrooms to Multiple Locations

Proposal Due Date-October 30, 2017

4525 Education Park Drive
Schnecksville, PA 18078
610-799-2121
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**Introduction**
Lehigh Carbon Community College (LCCC) is initiating a process for the selection of a vendor to provide the College with virtual/extended classroom capability. The College is requesting written responses to this proposal. The proposals are due by 2:00 PM on October 30, 2017. No proposals will be accepted after the proposal date.

The Request for Proposal (RFP) is part of a competitive process which will be undertaken in order to serve the College’s best interests and provide vendors with a fair opportunity for their professional services to be considered. Representatives from the College will evaluate the proposals based upon a number of factors including, but not limited to fees, services, and qualifications. The final determination will be based on the proposal which, in the opinion of the selection committee and the College, best serves the interest of the College.

**Timeline**
- Date of Issue: October 9, 2017
- Clarifying Questions Deadline: October 20, 2017
- Proposal Due Date: October 30, 2017
- Virtual/Extend Classroom System Operational: January 5, 2018

**Contact Information**
Questions concerning the RFP should be directed to:
Susan Lindenmuth, Purchasing & Contracts Manager
slindenmuth@lccc.edu
Phone: 610-799-1151
Fax: 610-799-1566

**General Instructions for Proposal**

a) **Proposal Content**-A completed proposal must contain the following:

- Appendix A-Scope of Work-Requirements of Proposal (responses required)
- Appendix B-IT Requirements (responses required)
- Appendix C-Proposal Form-completed by an individual authorized to bind the vendor. All proposals submitted without proposal form may be deemed inadequate.

b) **Term & Renewal**-The term of the Contract shall be for three (3) years. The College reserves the right to extend the contract on a year-by-year basis if mutually agreed to by vendor.
**Submission of Proposal**
Written proposals are to be received no later than 2 PM on October 30, 2017 at the office of the Purchasing & Contracts Manager, Lehigh Carbon Community College, 4525 Education Park Dr., Schnecksville, PA 18078, (Attention: Ms. Susan Lindenmuth). Three (3) copies of the proposals must be in a sealed envelope marked “Virtual Classroom Proposal” Electronic files will not be accepted.

**General Information**
Lehigh Carbon Community College is a community college with the main campus in Schnecksville, Pa., and sites in Jim Thorpe, Tamaqua and Allentown, Pa. Classes in the aviation program are offered at the Lehigh Valley International Airport. The college was founded in 1966 and offers associate's degrees and certificates, as well as workforce training and community education. Whether students are taking their first two years of their bachelor's degree, preparing for immediate employment or just exploring a new interest, LCCC offers programs for everyone, including more than 90 degrees, certificates and specialized programs.

Current student population for 2016-17 was 17,000 credit and noncredit students with alumni from the past 52 years providing higher education opportunities to the community.
Appendix A
Scope of Work

Project Scope
LCCC seeks to establish virtual classrooms at the LCCC main campus in Schnecksville, PA and the sites of LCCC Allentown, LCCC Tamaqua and LCCC Jim Thorpe in order to enable live student and instructor participation in geographically separate classrooms. In doing so, the services of qualified virtual classroom/web conferencing software providers with expertise in installing the components of virtual classroom technology, training and related services are invited to submit proposals.

Virtual Classroom Goals
The college expects the successful virtual classroom technology to have the ability to provide:

- live video and audio in a one-to-many scheme among main campus and sites
- live video and audio in a many-to-many scheme among main campus and sites
- one-to-one and one-to-many video conferencing
- lecture and content from cameras, computers, videos, document cameras, electronic whiteboards, and related content delivery hardware
- flexibility by using software-as-a-service and minimal hardware requirements
- remote administration and support
- scalability to 10-12 broadcast rooms and 10-12 receiving rooms, and individual remote users
- lecture content (all media) recording, playback and ADA compliance capabilities
- usage statistics
- split screen capabilities (instructor and materials on same screen)
- content collaboration (e.g. shared screens and documents)

Requirements for Proposal
This request is for virtual/extended classroom(s). Please provide the following information to be considered for selection and describe:

- your services and products used to connect classroom-to-classroom among main campus and the sites
- your ability to schedule software activation/de-activations times remotely in specific classrooms
- how you can work with an LTI connection to integrate with our LMS and authenticate with our MyLCCC Portal (Campus EAI)
- functional specifications of any hardware items installed in a specific room
- your Service Level Agreement minimum requirements
• an upgrade/scaling path
• how you will provide train-the-trainer training to LCCC staff and an orientation to user faculty
• address any other functionality your product has that is not included in this proposal
Appendix B  
IT Requirements

IT Requirements For Proposal

1. Provide post-production launch Service Level Agreement Metric and associated costs. This should detail options available for monitoring and management of the new software system. If a fully managed services offering is available, kindly detail that as an option within your response.
2. Provide options for Business continuity and Disaster Recovery and concomitant costs.
3. Detail options for securing the environment including but not limited to SSO integration to LCCC’s existing Domain environments, Multi-Factor Authentication, etc… and associated costs for implementing.
4. Detail ongoing costs for maintenance, support, (and operations as/if applicable) for years 1, 2, & 3 post production go live.
5. Detail implementation options of local hosting, PaaS, SaaS, etc.…
6. Professional services options for vendor to implement at LCCC as a “turn-key” solution.
Appendix C
Vendor Proposal Form

TO: LEHIGH CARBON COMMUNITY COLLEGE
We, the Undersigned, having examined the specifications and all other documents and, being familiar with the various conditions under which these services and/or supplies are to be used, agree to furnish, install, and warrant all labor, materials, equipment, and any other required services to fulfill the requirements of the Request for Proposal.

COMPANY NAME: ____________________________________________________________

ADDRESS: ________________________________________________________________

_______________________________________________________________

AUTHORIZED SIGNATURE: ________________________________________________

PRINTED NAME: __________________________________________________________

TITLE: ___________________________________________________________________

FEDERAL I.D.#: ___________________________________________________________

Costs Related to proposal $___________________________________________________

Verify receipt of: Addendum No. Date Received
Addendum No. Date Received
Addendum No. Date Received

Checklist: Responses to Requirements of Proposal
Responses to IT Requirements
Vendor Proposal Form