

City of St. Louis Department of Health

FY2011

Contract Period: August 1, 2010 through June 30, 2012

REQUEST FOR PROPOSALS

APPLICATION MATERIALS

FOR

Equipment for an Electronic Classroom / Conference Room

RFP OPENING DATE: May 25, 2010

RFP CLOSING DATE: June 15, 2010

**City of St. Louis Department of Health
Office of the Director and the Commissioner
1520 Market Street, Room 4043
St. Louis, MO 63103
(314) 657-1463**

Note: If this RFP was downloaded from the City of St. Louis RFP Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

N O T I C E

BIDDER'S PRE-APPLICATION CONFERENCE CALL AND MEETING

**FY2011
APPLICATION**

Equipment for an Electronic Classroom / Conference Room

ATTENDANCE MANDATORY
PLEASE RSVP TO RECEIVE CALL INFORMATION

DATE: Thursday, May 27, 2010

TIME: 2:00 PM - 3:30 PM CST

LOCATION: City of St. Louis, Department of Health
1520 Market Street, Room 4043
DIRECTOR'S OFFICE LARGE CONFERENCE ROOM
St. Louis, MO 63103

CONTACT: Ms. Patty Koller
City of St. Louis, Department of Health
Office of the Director and Commissioner
1520 Market Street, Room 4043
St. Louis, MO 63103
(314) 657-1463
kollerp@stlouiscity.com

**The City of St. Louis Department of Health Environmental Health
for
Equipment for an Electronic Classroom / Conference Room**

The City of St. Louis Department of Health Request for Proposal application reflects the components each Proposer must address to demonstrate their expertise and capacity to successfully support Health Department Needs. Proposals must be submitted following the format requirements, address each of the application components, and contain all required attachments to be considered for review.

I. APPLICATION FORMATTING REQUIREMENTS

Request for Proposals (RFP) may be obtained beginning May 25, 2010 from Patty Koller at the City of St. Louis Department of Health, Office of the Director and Commissioner, 1520 Market Street, Suite 4043, St. Louis, MO 63103, or downloaded from the St. Louis City website at <http://stlouis.missouri.org/development/otherprojects/rfp-rfq/>, or by contacting Ms. Koller at kollerp@stlouiscity.com at (314) 657-1463.

All questions must be submitted in writing no later than **June 9, 2010** to Pamela Rice Walker, Acting Director, City of St. Louis Department of Health, 1520 Market Street, Suite 4038, St. Louis, MO 63103 by contacting her at walkerp@stlouiscity.com or at (314) 657-1534. All questions will be addressed at the pre-application conference or through addenda posted on the St. Louis City website at <http://stlouis.missouri.org>.

An original, five (5) paper copies bound, one (1) copy unbound and one (1) CD in Microsoft Word and/or Adobe Acrobat (.pdf) of the proposal must be submitted to the Office of the Director and Commissioner by 4:00 p.m. Friday, June 15, 2010. ***Late or incomplete proposals will not be accepted.*** Proposers must adhere to the following:

- Applications must be in English
- Five (5) copies of the application must be bound; one (1) copy must be unbound
- Use 12-point font
- Use 8.5 by 11 inch white paper that can be photocopied
- Top, bottom, left, and right margins may not be less than one inch each
- Text may be either 1.5 or double spaced
- Each copy must contain a Table of Contents
- CD must be properly formatted and be able to be read by Department of Health computers using Microsoft Word 95, 97, XP or Adobe Acrobat (.pdf). ***CD must contain the same information as original paper copy, i.e., (draft RFP's and resulting contracts, draft participation agreements and sole source contracts, organizational chart, resumes of key staff, most current financial statement, documentation of not for profit status, letters of support, current business license, etc.).***

II. DESCRIPTION AND QUALIFICATION REQUIREMENTS

The City of St. Louis Department of Health is the local public health agency serving the City through its vision, mission, and values:

Our Vision

The City of Saint Louis will be a healthy environment where citizens realize their desire for longer, healthier and happier lives at home, at work and in their neighborhoods.

Our Mission

To assure a healthy community through continuous protection, prevention and promotion of the public's health. This is achieved by caring, qualified, culturally competent employees who are responsive and proactive to community needs.

Our Values

- **Professionalism** Assuring a qualified, accountable and skilled staff, grounded in the philosophy of customer service.
- **Quality** Providing our customers with excellence in care and services that is continuously improved.
- **Diversity**
Respecting and understanding differences, valuing the worth and dignity of each person and the importance of treating all people in a non-judgmental manner.
- **Collaboration**
Building and maintaining strategic alliances and working together with other organizations in order to assess and understand emerging public health needs within the community.
- **Confidentiality**
Providing services in a confidential manner.
- **Access**
Promoting access to health care services and reducing disparities in health outcomes for all citizens.
- **Advocacy**
Providing leadership that assures optimal health through education and the development of public health policies and programs, raising community awareness and promoting healthy lifestyles.
- **Teamwork**
Working together, everyone accomplishes more.

Intervention Area and Population of Need

The City DOH, established in 1867, has been delivering outreach and prevention services to the City for 142 years, serving a population of 354,361. The City of St. Louis is also a county subdivision known as St. Louis City located in a metropolitan region of 16 counties with a population of 2.7 million. The City of St. Louis is a completely separate subdivision from St. Louis County. The DOH is a fully-accredited health department at the comprehensive level, the highest granted by the state accrediting board, Missouri Institute of Community Health.

Qualifications:

- Applicants must have experience providing equipment outlined in Section IV below.
- The qualifications must be substantiated with a list of clients who have used equipment similar to those needed by the City of St. Louis Health Department. This list should include the date that installation activities began, and the date that the client started using services on a live basis.

Evaluation Criteria: Proposal submissions will be evaluated and selection based on the responses received to the project abstract and program narrative. Evaluation criteria and points assigned are described in Section VI below.

III. PROJECT ABSTRACT (Maximum of two (2) single-spaced pages)

The proposal must include a project abstract. The abstract can be a maximum of two single-spaced pages and should be an overview of the proposal. The abstract should include:

- A. Name and brief description of the applicant organization.
- B. A brief description of the Proposer's experience providing environmental health or similar software services.

IV. PROJECT NARRATIVE (Maximum of 20 1.5-line or double-spaced pages)

The program narrative should be a maximum of 20 1.5-line or double-spaced typewritten pages numbered consecutively. Proposers must respond to each of the required narrative proposal components (IV. A-N). The order of the responses must follow exactly the order provided below. The Proposer's primary response should be included in the body or text of the submitted proposal. The response to proposal components may not consist solely of references to attached materials. This is not to say that Proposers may not attach documentation or material to demonstrate capacity or prior projects, but the response must not consist exclusively of attached material.

Proposers should indicate how they would provide the equipment described in this section, to be used by employees of the St Louis City Dept of Health.

The Health Department wants to furnish a classroom located at 1520 Market, room 4051. A diagram of the room is attached as Appendix A. The classroom shall be equipped with:

A. Furniture

1. Tables, as indicated in Appendix A. These should be able to be "folded up" for compact storage when not needed. Although Appendix A shows specific table sizes, any combination of tables may be used to provide the needed surface area. Tables should have a dark color.

2. Chairs, as indicated in Appendix A. These should be stackable, for compact storage. Chairs should have a dark color.
3. A cabinet, to contain electronic equipment, as shown in Appendix A. The cabinet must be able to be locked. The top of the cabinet should be large enough to support a 17" LCD Monitor, a computer keyboard, and mouse.

B. Equipment

1. Two whiteboards, each 48" x 48", mounted on the wall, as indicated in Appendix A. Both should have a tray at the bottom to hold markers and erasers.
2. One electronic whiteboard, wall mounted, as indicated in Appendix A. This shall have the following requirements:
 - a. Minimum size 62" x 48", mounted in landscape format.
 - b. Should be integrated with a ceiling-mounted projector.
 - c. Should be touch-sensitive, either by direct touch, or through equipment acting as a stylus and eraser.
3. One projector, integrated with the whiteboard. One spare lamp should be provided for the projector.
4. The Health Department will provide, at no cost to the vendor, a computer to support the electronic whiteboard software. This is a DELL Optiplex GX780 Mini-Tower. Exact specifications for this machine are listed in Appendix B.
5. One DVD / Blu-Ray player. This can be integrated into the computer. If so, the vendor should specify a device and software to be installed (at vendor expense) into the GX780 computer.
6. One connection for Cable TV set top box, to be provided (outside this contract) by Charter Communications. This can be integrated into the computer. If so, the vendor should specify a device and software to be installed (at vendor expense) into the GX780 computer.
7. One Polycom Video Conferencing Device, to be wall-mounted near to the electronic whiteboard. The camera should be able to be controlled remotely. Microphones and speakers will need to be included with this unit.
8. One switch, either wall-mounted, or activated by remote control, to change what is presented on the electronic whiteboard. Options would be:
 - a. DVD / Blu Ray Player
 - b. Computer, which will be used to display:
 - Presentations created specifically for the whiteboard.
 - Streaming Audio / Video
 - Computer demonstrations
 - Recorded Audio / Video stored on the computer, or on the St Louis City LAN
 - c. Cable Television Signal, coming from Cable TV set top box. This should support HD and SD images currently supplied by Charter Communications.

- d. Polycom / Conferencing image
- 9. All cabling needed to connect this equipment.

C. Software

1. **Software to support the electronic whiteboard.** This shall include at least the following functionality:
 - a. Function like a normal whiteboard, being able to “draw” on the board electronically. Including:
 - Drawing tools to create lines, shapes, curves, etc.
 - Various colors and pen styles
 - Text with handwriting recognition
 - b. Function as a large computer monitor, with the ability to use the whiteboard’s touch-sensitivity to function like a mouse.
 - c. Show a prepared presentation, with sound.
 - d. Prepare a presentation at any other PC, upload it and run it to the PC connected to the whiteboard. Presentations may include
 - Text with handwriting recognition.
 - Images
 - Sound
 - Animations & Video
 - Navigation tools to switch between pages.
 - e. Import and export presentations in .ppt, .pdf, .html, Flash and other common formats.
 - f. Write annotations over presentations.
 - g. Record a presentation, including annotations made on the whiteboard during the presentation.
 - h. Show a recorded presentation.

Additional functionality desired:

- a. Share the presentation with other computers within the St Louis City network, including Audio.
2. **Software to support video conferencing.** In the past, the Health Department has used a Polycom ViewStation for video conferencing. We are looking for similar functionality.

In addition, the Video Conferencing unit must be able to communicate with MOREnet, a bridging service used by the Health Department. Information on this service can be found at <http://www.more.net> .

D. Installation

1. All equipment shall be installed, connected, and tested by the vendor.
2. Cabling runs longer than 3’ should be in conduit, or run through the walls & ceiling. The room has a drop ceiling, where cables can be run.
3. All installation work shall be completed within 2 months of signing the

contract.

E. Support

1. The vendor shall guarantee and support all equipment, software, and installation work for a 2 year period following the signing of the contract.
2. The Health department reserves the right to extend support, on an annual basis, for up to 10 years.

Separate quotes are needed for:

- Chairs and Tables
- Video Conferencing equipment, software, and installation.
- All other items.

After proposals have been received, the Health Department will determine exactly what parts of this proposal to implement.

V. BUDGET AND FINANCIAL DATA

- A. Most recent audited financial report. Report must be from within the previous three years.
- B. The successful bidders must obtain and maintain a current business license and pay all applicable taxes to the City of St. Louis.
- C. M/W/DBE Participation: It is the policy of the City of St. Louis to address the effects of identified discrimination against minority business enterprises and women's business enterprises within its jurisdiction. Contractual services shall be allocated according to the policy. The method that the city shall employ to implement that policy is the establishment of a goal of at least 25% minority business enterprise participation and at least 5% women's business enterprises participation in contracts and purchases wherein City funds are collected or expended. Please provide information on minority and women enterprise participation in your company.

VI. EVALUATION CRITERIA

The RFP will undergo the following evaluation process. The DOH, in association with an independent review panel, will evaluate the proposal using the above criteria and provide recommendations to the DOH Professional Service Agreement Committee (PSA), established under City of St. Louis Ordinance 64102. The PSA Committee will evaluate and make selection based on the responses received to the project abstract and program narrative. The total points possible is 100, awarded as follows:

A. System Functionality	70 Points
B. Ease of use, Documentation	10 Points
C. Experience & General Capability of the Applicant	10 Points
D. Budget and Financial	10 Points
Total	100 Points

VII. RFP TERMS

- A. The City reserves and may exercise one or more of the following rights and options regarding this RFP:
 - To reject any and all bids, to seek additional bids, to enter into negotiations and subsequently contract with more than one Bidder at any time during the process.

- To evaluate separately the individual components of each bid such as any proposed subsystem, product or service, and to contract with such Bidder for any individual component.
- To cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
- To modify specific terms and conditions in this document prior to execution.
- The City reserves the right to renew the contract for an additional one year term for up to ten consecutive years.

B. Contents of Proposals: All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as closed or exempt by the City Counselor's Office, at the sole discretion of the City Counselor's Office, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

APPLICATION COVER SHEET

**City of St. Louis Department of Health
Office of the Director and the Commissioner
1520 Market Street, Room 4043
St. Louis, MO 63103
(314) 657-1463**

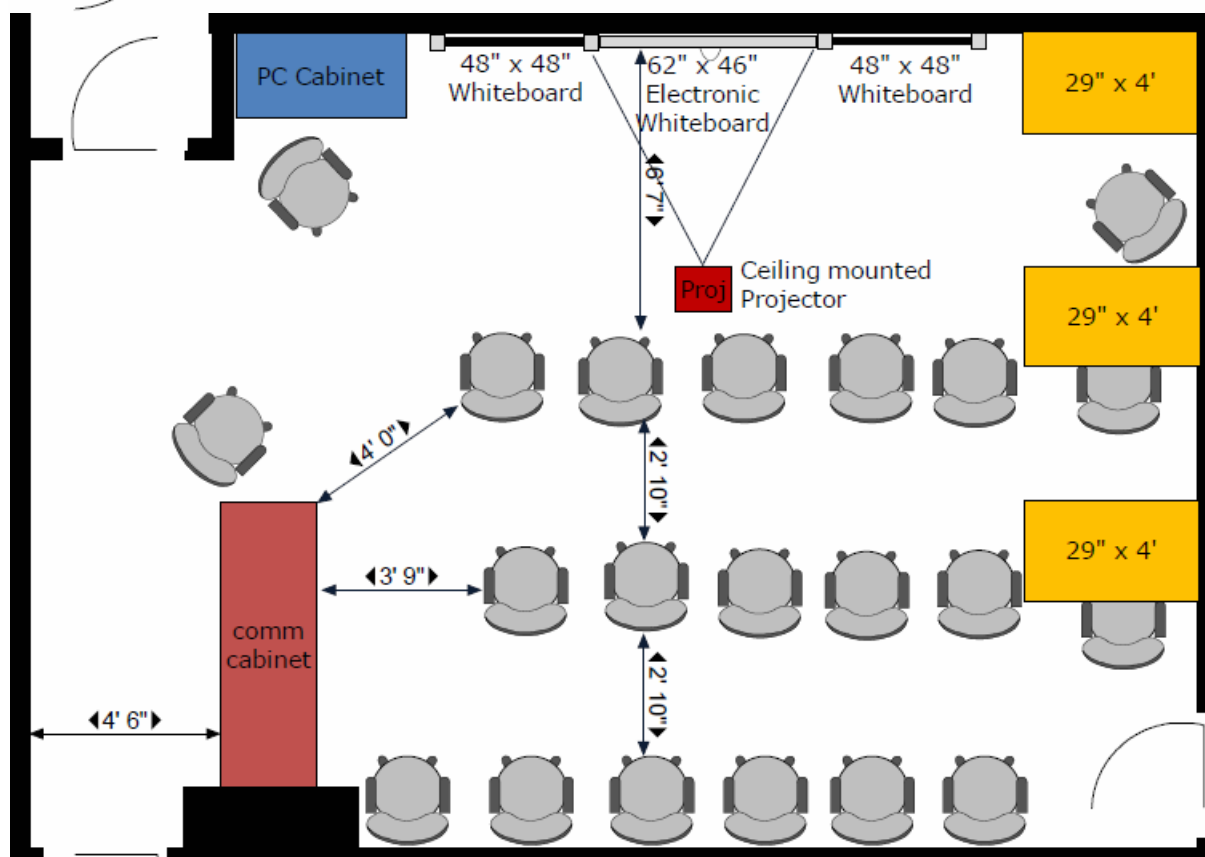
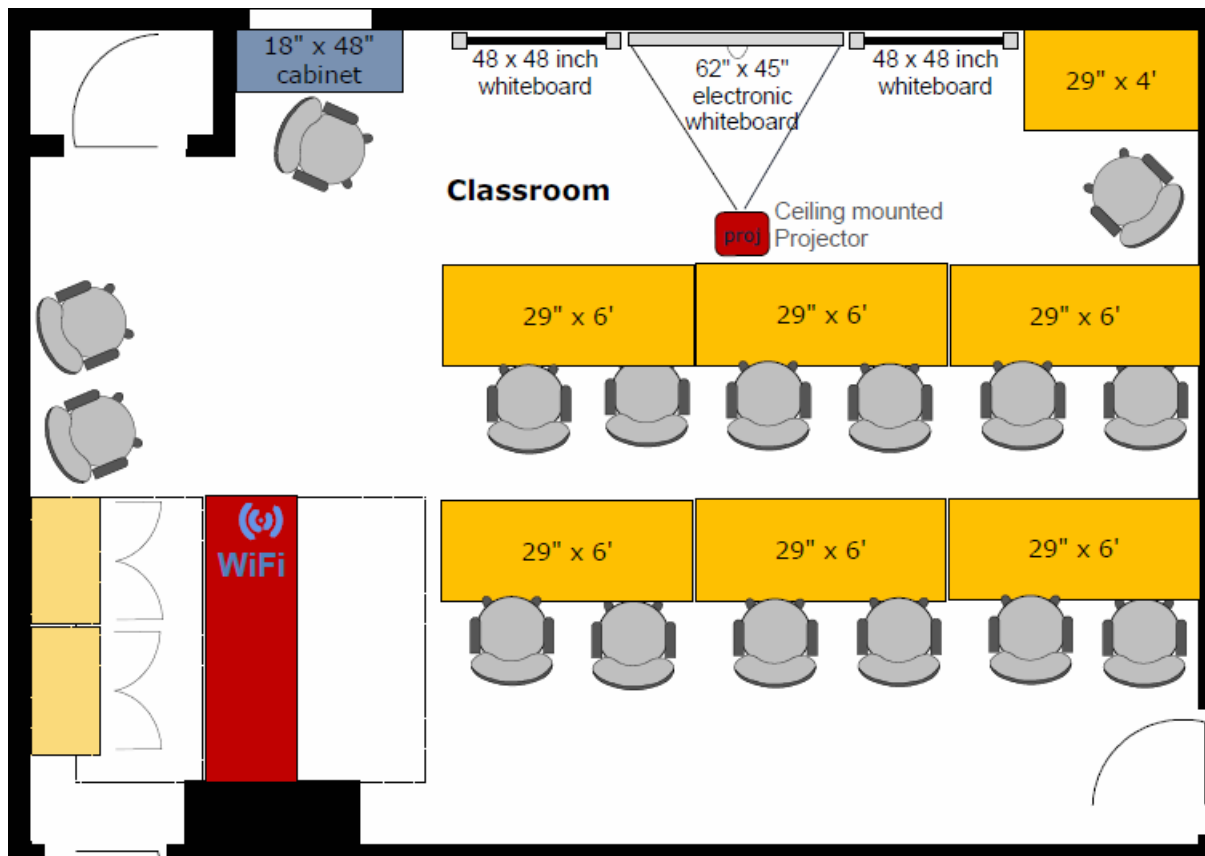
Equipment for an Electronic Classroom / Conference Room

Program/Organization Name: _____

Contact and Address: _____

Telephone #: _____ **Fax:** _____

Email Address: _____



OptiPlex 780

The Dell™ OptiPlex™ 780 is ideal for environments that demand a durable, stable platform, comprehensive security control, and superb management capability. Featuring the optional Intel® vPro™ technology for advanced remote management, the OptiPlex 780 provides the kind of solution that IT departments need to help simplify operations and drive cost efficiency in their growing and complex IT environments.

Mini-Tower



**Dimensions
(H x W x D)
Inches/(cm)** 16.1 x 7.4 x 17.0 /
(40.8 x 18.7 x 43.3)

Weight (lbs/kg) 25.8 / 11.7

Number of Bays 2 internal 3.5"
1 external 3.5"
2 external 5.25"

Expansion Slots 1 full height PCIe x16
1 full height PCIe x1
2 full height PCI

DIMM Slots 4

Power Supply Unit (PSU)⁸ 305W Standard PSU or optional 255W 88% Efficient PSU; ENERGY STAR® compliant, Active PFC

Intel® Core™2 Duo

Genuine Windows® 7 Professional 32-Bit with Downgrade Rights Service to Windows® XP Professional (XP Loaded)

Integrated Intel® 82567LM Ethernet LAN 10/100/1000

8 External USB 2.0 ports and 1 Internal USB 2.0

1 Parallel

1 Serial

1 RJ-45

1 VGA

1 Display Port

1 eSATA

2 Line-in (stereo/microphone)

2 Line-out (headphone/speaker)

System Summary

Service Tag: F34ZVL1

System Type: OptiPlex 780

Ship Date: 1/24/2010

Dell IBU: Americas

Quantity	Parts #	Part Description
0	JC052	Service Charge,Operating System,Windows XP,Media CenterQ835221
1	PNF3X	Processor,E7500,2.93,3MB,Wolfdale,65W,R0
2	F680F	Dual In-line Memory Module,1G 1066,128X64,8,240,1RX8
0	F7670	INFO,NO-INTERNAL-SPEAKER
1	J251N	Kit,Software,Roxio,10.3,Dell Edition,Business
1	J5VWM	Label,Certificate Of Authenticity,Operating System,W7P3/6
1	JN738	Assembly,Heatsink,Shroud Matrix,Smith,Mini Tower
1	DJ331	Keyboard,104,Universal Serial Bus,United States,Entry Liteon,Black
1	XN967	Kit,Mouse,Universal Serial Bus,2BTN,Optical,Primax Electronics Ltd
1	M4M08	Assembly,Dvd+/-Rw,16X,Half Height,Serial Ata,Hitachi Lg Data Storage
1	CC0XX	Kit,Media,Digital Video Disk Drive,Resource Dvd,Optiplex,780
1	F4404	Assembly,Switch,Pushbutton Single Pole Single Throw,NC Intrusion,12IN
1	H298M	Hard Drive,160GB,S2,7.2 Samsung,F1
1	HJ478	Assembly,Panel,Filler,Black 3.5 Inch Form Factor,Matrix smith,mini Tower