

Addendum  
HCC-SP-18 03/07

Patricia Kurowski  
*Purchasing Services Officer 1*

203-332-5191  
*Telephone Number*

**STATE OF CONNECTICUT**

**HOUSATONIC COMMUNITY COLLEGE**

**PROCUREMENT SERVICES - ROOM A104  
900 Lafayette Boulevard  
Bridgeport CT 06604-4704**

Addendum #

**1**

Quote Due Date:

**July 24, 2008  
(2:00 p.m.)**

**HCC RFP 09-01 ADDENDUM # 1**

**DESCRIPTION: Totally Digital Multi-Media Learning Lab System**

Responses to vendor questions:

**Question #1:** Will the opening of the RFP be open to the public to attend?

**Response:** Yes

**Question #2:** If so will the attendees be able to review the submitted proposals?

**Response:** No, not at the opening

**Question #3:** Will you require a Bid Bond? If so what is the amount?

**Response:** No

**Question #4:** Will you require a Performance & Payment Bond? If so what is the amount?

**Response:** No

**This Addendum must be Signed & Returned with your Quote.**

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
Patricia Kurowski  
*Purchasing Services Officer 1*  
*(Original Signature on Document in Procurement Files)*

Date Issued: July 15, 2008

INVITATION FOR BIDS  
HCC SP-11

Patricia  
Kurowski

203-332-5191  
Telephone Number

**STATE OF CONNECTICUT**  
**HOUSATONIC COMMUNITY COLLEGE**  
**PROCUREMENT SERVICES**  
**900 LAFAYETTE BLVD – ROOM 104A**  
**BRIDGEPORT, CT. 06604**



**NOTICE TO VENDORS:** Logon to  
[http: / /www.das .state.ct.us/ busopp.asp](http://www.das.state.ct.us/busopp.asp)  
select the **Bidder Notification System &**  
complete the form to automatically receive a synopsis  
of new Bids & RFP's [via e-mail.](#)  
Addresses for undeliverable e-mails will be deleted.

[www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp)

DAS CT State Web Site

[pkurowski@hcc.commnet.edu](mailto:pkurowski@hcc.commnet.edu)

Purchasing Services Officer 1

**(203) 332-5248**

Fax Number

**Invitation for Bids (RFP)**  
**SPECIFICATIONS & BID DOCUMENTS ATTACHED**

Bid Number: 09-01

Bid Opening Date & Time: Thursday July 24, 2008 2:00 PM EST

Bid Description: **Totally Digital Multi-Media Learning Lab System**

SEALED BID NO.: 09-01

DUE DATE: **July 24, 2008(2:00 PM EST)**

**Return Bid To:**

PATRICIA KUROWSKI

HCC BUSINESS OFFICE - ROOM 104A

HOUSATONIC COMMUNITY COLLEGE

900 LAFAYETTE BLVD.

BRIDGEPORT, CT. 06604

PHONE: 203-332-5191

EMAIL: [pkurowski@hcc.commnet.edu](mailto:pkurowski@hcc.commnet.edu)

ALL QUESTIONS MUST BE SUBMITTED IN WRITING

TO THE ABOVE EMAIL ADDRESS

**(Due date for Questions: July 14, 2008)**

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**NOTE: Return one original and one copy  
of your bid response**

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\*\*\*Please write Bid # and title on envelope\*\*\*

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Bids must be time & date stamped by  
HCC Procurement & cannot be accepted  
after specified Bid Opening Time.

Allow sufficient time if mailing your bid.

**Hand-delivered bids must be brought to:**

**PATRICIA KUROWSKI  
HCC BUSINESS OFFICE – ROOM 104A  
900 LAFAYETTE BLVD.  
BRIDGEPORT, CT. 06604**

State of Connecticut

Request  
for Proposals

Totally Digital Multi-Media Learning Lab System

Bid # HCC 09-01

Housatonic Community College

July 7, 2008



# **State of Connecticut**

## **Housatonic Community College**

### **Announcement of Request for Proposals for Totally Digital Multi-Media Learning Lab System**

July 7, 2008

### **RFP No. HCC 09-01**

The State of Connecticut is committed to provide goods and services that best meet the needs of our customers.

To that end, Housatonic Community College is seeking proposals for a Totally Digital Multi-Media Learning Lab System.

Housatonic Community College welcomes the opportunity to work with our customers and suppliers to provide a Totally Digital Multi-Media Learning Lab System as outlined throughout this Request for Proposal (RFP) document.

We invite you to be part of this effort.

**HOUSATONIC COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL # HCC 09-01  
Totally Digital Multi Media Learning Lab System**

**Section 1. Administrative Overview**

**1.1 INTRODUCTION**

This is a Request for Proposals (RFP) issued by the Housatonic Community College (hereinafter referred to as the "College" or "HCC") seeking proposals from experienced and qualified companies to provide a Totally Digital Multi-Media Learning Lab System.

**1.2 AUTHORITY**

This RFP is issued by HCC under the provisions of the Connecticut General Statutes 4a-52a and 10a-151b.

**1.3 RFP ORGANIZATION**

This RFP is organized into the following sections:

Section 1, Administrative Overview -- Provides Contractors with general information on the objectives of this RFP, procurement schedule, and procurement overview.

Section 2, Scope of Work -- Provides Contractors with a brief description of the College, the objectives of this RFP and a general description of the work involved.

Section 3, Proposal Requirements -- Describes the required format and content for the Contractor's proposal.

Section 4, Evaluation Criteria -- Describes how proposals will be evaluated by HCC.

|              |                                                   |
|--------------|---------------------------------------------------|
| Appendix I   | References Form                                   |
| Appendix II  | Instruction to Proposers                          |
| Appendix III | Proposal Certification                            |
| Appendix IV  | Required Forms (CHRO, affidavits, etc.)           |
| Appendix V   | RFP Response Check List                           |
| Appendix VI  | Terms and Conditions                              |
| Appendix VII | System Requirements Questionnaire (Parts 1 and 2) |

**1.4 SUBMISSION OF QUESTIONS**

Vendors may submit questions via email to [pkurowski@hcc.commnet.edu](mailto:pkurowski@hcc.commnet.edu). The deadline for submission of questions is 4:30 p.m. EST on Thursday July 14, 2008. Any questions and their answers shall be published as an addendum. See section 1.8

**1.5 SUBMISSION OF PROPOSALS**

Contractors shall submit a clearly marked original plus ONE (1) copy of the proposal. Proposals shall be received by the HCC Purchasing Department no later than 2:00 p.m. EST on July 24, 2008, at which time a representative of the Purchasing Department will announce publicly the names of those firms submitting proposals.

Proposals shall be mailed or hand delivered to:

Patricia Kurowski  
Purchasing Department, Room A104  
Housatonic Community College  
900 Lafayette Blvd.  
Bridgeport, CT 06604

Any proposal received after this date and time shall be rejected.

No telephone, telegraphic or facsimile proposals will be considered.

The outside cover of the package containing the proposal shall be marked:

HCC BID # 09-01, Proposal for Totally Digital Multi-Media Learning Lab System  
submitted by (Name of Contractor)

### **1.6 COSTS FOR PROPOSAL PREPARATION**

Any costs incurred by contractors in preparing or submitting a proposal shall be the contractor's sole responsibility.

### **1.7 DISQUALIFICATION OF PROPOSALS**

The college reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A contractor shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The contractor is debarred or suspended.

### **1.8 ADDENDA TO THIS RFP**

HCC may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document and posted at:

[http://www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp)

It shall be the responsibility of prospective contractors and other interested parties to familiarize themselves with the web site and visit it regularly during the RFP process for updated information or addenda related to this RFP.

### **1.9 RIGHT TO WITHHOLD AWARDED OF CONTRACT**

Contractors are advised that HCC reserves the right not to make award of this contract.

### **1.10 FINAL CONTRACT**

The College shall not be responsible for work done, even in good faith, prior to the College's execution of a final contract with the contractor.

### **1.11 INSPECTION OF PROPOSALS AND CONFIDENTIAL INFORMATION**

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Information marked as "confidential" in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act.

The College treats proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a respondent wishes to supply any information which it believes is exempt from disclosure under the Act, that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential" but otherwise be presented in the same manner as the proposal. However, any such information is provided entirely at the respondent's own risk and the College assumes no liability for any loss or damage which may result from the College's disclosure at any time of any information provided by the respondent in connection with its proposal.

### **1.12 CONTRACT INVALIDATION**

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

### **1.13 TERMS OF CONTRACT**

The resulting contract shall be in effect until such time as the requested system is fully installed and functional and all related training has been completed.

### **1.14 FEES**

All fees and costs quoted herein shall remain firm for the entire contract term.

### **1.15 RFP TERMS AND CONDITIONS**

The terms and conditions should be reviewed carefully to ensure full responsiveness to the RFP. The failure of any respondent to receive or examine any contract, document, form, addenda or to acquaint itself with conditions there-existing, will not relieve it of any obligation with respect to its proposal or any executed contract. The submission of a proposal shall be conclusive evidence and understanding of the College's intent to incorporate such terms and conditions into any subsequent contract.

### **1.16 SUSTAINABILITY AND GREEN CAMPUS INITIATIVE**

In the interest of supporting HCC's initiative to reduce waste and extraneous use of natural resources, HCC is requesting the following:

- All proposals should be submitted on recycled paper where possible.
- Proposers should refrain from using excessive and unnecessary packaging when shipping or mailing their responses.
- Proposers should refrain from using superfluous binders where possible, especially for the copies being requested.
- Proposers should consider presenting peripheral information (i.e. company and product brochures) on CD or DVD where possible or practical

## **Section 2. Scope of Work**

### **2.1 BACKGROUND**

Housatonic Community College serves an eleven-town area in Southwestern Connecticut, centering on the City of Bridgeport, Connecticut's largest city. A member of the Connecticut Community-Technical College system, the College was founded in 1967. In 1997, the College moved to its present site in downtown Bridgeport with a state-of-the-art campus. The Housatonic Museum of Art and Sculpture Garden are part of the teaching mission of the College.

In the fall of 2006, Housatonic began campus expansion project that will almost double the size of the College. The new structure will be the result of a complete rehab of the former Sears building and the construction of an additional 20,000 square feet of new space. This \$55 million dollar project will add more than 170,000 gross square feet to the campus, and will enable HCC to accommodate approximately 5,500 students, compared to the College's previous high of 4,700. The project is expected to be completed in the fall of 2008. This site will provide an opportunity for the community, alumni, students, and friends of HCC to watch as we the College evolves into a multi-building campus and a state-of-the-art 21st Century institution. The Totally Digital Multi-Media Learning Lab System detailed in this RFP will be a vital part of our expanded campus.

Our purpose at Housatonic Community College is to empower all individuals to develop to their full potential. We are committed to lifelong learning for all. As a knowledgeable and dedicated faculty and staff, we work together with students in a learner-centered, supportive, and stimulating environment. We prepare students to participate in, and contribute responsibly to, our global society.

We strive for:

- Affordable, accessible, and high-quality higher education;
- Sensitivity to students with diverse backgrounds, needs and goals;
- An intellectually active and culturally rich environment that features the largest art collection of any two-year college in the country;
- A state-of-the-art campus with up-to-date technology and facilities designed to serve students, community groups, and local businesses;
- A vital liberal arts foundation to help students to develop creativity, critical thinking, and problem-solving skills;
- Certificate, training, and associate programs for transfer to baccalaureate institutions, for specific job and employment skills, and for personal enrichment;
- Comprehensive student support services that work proactively with students for their success;
- Active partnerships with the community, businesses, and other educational institutions.

### **2.2 DETAILED SCOPE OF WORK**

#### **I. Scope of Work:**

Provide and install a multi-media language learning system complete with instructor's control software, digital student recorders, and headphone/microphones. Vendor will provide a file server for access to program content. The language laboratory will be connected with a Fast Ethernet Local Area Network provided by Housatonic Community College. Provide full technical support and software for a period of one year and complementary teacher training support for the "life of the lab".

#### **II. General Requirements**

1. The specifications are based on the Virtuoso control software and Soloist Digital Comparative student recorder and are listed as a standard of performance and are not intended to restrict competition.
2. The system will be a full functioning Multimedia Language Learning System, using totally digital technology for both storage and transmission of multimedia materials and voice communications.

3. It will operate on Windows®-based PCs and a local area network - no additional software or hardware (other than quality headsets) will be required. It will not require the use of proprietary wiring.
4. The bidder shall provide a list of at least 5 references of totally digital, existing, successful installations within 100 miles radius of Housatonic Community College.
5. Integrated authoring tools will provide a framework for instructors to develop training and testing programs that may include text, images, video, audio and HTML.
6. The system must be capable of being expanded to include Multi-teacher Control, Concurrent Student Digital Recorder Licensing, Visual Comparative Recording with Visual Class Management for the Teaching of American Sign Language and Live Streaming of Video using only one stream's bandwidth.

### III. Bidder – Product Qualifications

1. Product development, support, OS upgrades, fixes, and patches must be U.S. based to guarantee availability in a reasonable time frame. Proof of product development origin must be submitted with the bid package.
2. Proof of Software Upgrades: The bidding vendor must submit with the bid package the manufacturer's history of software upgrades and associated costs to customers. The history of upgrades must illustrate the manufacturer's software development track-record by individually listing the related features added and bug fixes for each upgrade in the historical report.
3. The successful vendor must provide proof of a valid authorized dealership/distributorship relationship from products manufacturer. The dealership must have been a dealer for the products manufacturer for at least five-years and have similar systems sold and installed prior to this bid. References must be submitted with the bid.
4. The successful vendor must have an established full time employee who is factory trained and located within 250 miles of Housatonic Community College.
5. Bidders must supply: complete documentation of any non-specified equipment or software. If equipment or software to be bid is other than described as follows, bidder must supply, in detail, the ways in which the equipment or software differs from that specified, both technically and functionally, and describe, in detail, how it meets the capabilities of the functions required by Housatonic Community College. If this requirement is not adhered to in its entirety, it shall be reason for disqualification from further evaluation.

### IV. Instructor Control System

The system will provide the following functions and features:

1. The Instructor Control System will be a fully digital multimedia language learning system. The software operates on Windows – based PC's and a local area network – no additional software or hardware will be required.
2. The Teacher Console software is customizable for each individual teacher by creating a Teacher Pattern File. This pattern file allows any of the console button panels to be displayed or hidden, select the border color when monitoring a student, specify direct UNC path access to the Specific Language Content Folder for the individual teacher, specify direct UNC path access for collecting the students recordings and text work, automatically turning on the following buttons for security- Disable Windows, Student recorder File Lock, Student recorder Operation Lock and setting all user options automatically. The Pattern File will automatically load for the individual teacher when the teacher launches the console software. The console software will recognize who the teacher is by their standard windows log in name and launch the individual teachers Console Pattern without having to open and or launch any other configuration windows.

3. Teacher Console Shall Have a USB Dual Headset Box allowing two headsets to be connected to the teacher console. The box will allow the teachers to be connected together for communication or to separate the microphones for individual listening/speaking. The USB Box will include a built in sound card for all mixing of audio for the instructor. The box will have a Line In connector so that an external audio source such as a cassette player can be connected as a source. No additional sound cards in the teacher PC will be required.
4. A cassette recorder shall be installed in one of the console PC drive bays. This will be controlled by the console software to play the cassette to the students and or digitize the audio cassette so the lesson can be stored on the server.
5. Communication functions necessary for instructor-led language learning will be incorporated, to include at least the following:
  - Monitoring (audio and/or computer display including full motion video),
  - Intercom,
  - All Call,
  - Group Call,
  - Modeling (audio and/or computer display),
  - Fixed, Random, Instructor Selected and Student Selected Pairing including Voice Communication, Screen/Keyboard/Mouse Sharing, Text Chat and Whiteboard
  - Conferencing.
  - Text Chat/Whiteboard
  - Internet Control
  - Sending of Instructors Display to Students
6. The control system will be able to open and close audio, video, picture, text and HTML and MIDI files within the student digital recorders and remotely control recorder transport functions, Play, Stop, Record, etc.
7. The Students Windows Network Log in account names will be automatically passed into the Students Recorder software. This account name will automatically create the File "Save As" name so any audio recordings or text documents collected by the teacher are named with the students windows log in name, seat number and date time information.
8. The Students Windows Network Log in account names will be automatically passed into the Teacher console software and be displayed in the students seat "Icon" for the teacher to identify the students. The creation of class lists of student names and or class rosters by the teacher in advance of a class visiting the lab for each class will not be accepted.
9. The instructor will be able to collect student recordings and or text to a network folder, lock files and turn off student microphones. The naming of the collected student audio recordings or text files will be automatic based on the student's windows log in name, seat number, name of the file the student was working on and the date and time the file was collected.
10. The Console will be able to connect to the student's local CD recorders. This will allow instructors to initiate a "CD Burning" session on all of the students PC's simultaneously from the console. The selection can be made to burn just the Language Lesson for home practice or Lesson and Student's answers so students can evaluate their speaking practice at home.
11. To monitor students' progress, the system will display a list of all students, the files they currently have opened, and the students' position in the file.
12. Once a student has been monitored an "x" is placed in the student icon allowing the instructor to know which students have been listened to by the instructor The monitored marks can be erased so the teacher can begin again randomly listening to the students.

13. The system shall allow File Casting from the Teacher Console hard drive, USB Jump Drive, a Teachers Secure Private Network Drive, an iPod, or any attached storage device to the students. File casting will allow the teacher to use content from home, is stored on a secure server, a portable MP3 player/Ipod to be opened on the students PCs Digital Recorders. The casting bypasses any security settings so material does not have to be previously loaded onto the language lab server. Once the lesson is complete the Student recordings and text work can be collected as any lesson can be collected and named accordingly.
14. It is possible to “insert” time into the student recording so that during assessment the teacher can record comments about the student's performance without erasing the student's work.
15. The system will provide control of the student PCs. The integrated computer supervisory control will allow for monitoring of up to sixty-four student screens simultaneously, Lock students' keyboard and mouse, keyboard and mouse control sharing, screen sharing, and blanking student screens.
16. The instructor can launch any file or application on the student PC, copy any work assignment to the student desktop, and disable the students' Windows Desktop and Taskbar.
17. With full Internet access control, the instructor can select which web pages the students may access and manage their “surf” by removing their navigation bar.
18. Students can be allowed to Text chat in Pairs. Text chats can be collected by the instructor at the end of the activity as a text file named with the 2 students who were in each text chat activity.
19. Students can record in pairs. At the end of the activity the teacher can collect the “paired” audio recording single audio file which will be named with both students names that created the paired recording.
20. Instructor can work with students individually, in pairs, groups, or the entire class or with students working independently in “Library” mode. It shall be possible to connect all students in pairs simultaneously with either fixed, random, instructor or student selected combinations.
21. Integrate real-time digital video.
22. Testing and evaluation tools will include a multiple choice Response Analyzer.
23. The software shall permit the creation/editing of roster files (Class/Student Database).
24. Will accommodate up to 128 student positions simultaneously.
25. The console will allow for an upgrade to multi teacher allowing multiple teacher consoles to be running in the lab on student stations allowing multiple teachers with small classes to use the lab instructionally simultaneously.
26. The console will allow for a Distance education module to be added enabling students from other schools with the same digital language laboratory system to attend classes at Housatonic Community College and conversely students at Housatonic Community College may attend classes at another school that has the same system with the distance Education module.
27. The console and student software will have a built in remote access to the manufacturers technical support site for troubleshooting remotely. The built in access will only be enabled by an IT administrator to quickly identify and correct problems.
28. When monitoring a pair of students both students can be heard by the Instructor and both students screens will be viewed by the instructor simultaneously

V. Student Positions - Digital Comparative Student Recorders

1. The Digital PC Comparative Recorder Software and Media Player will be a software application designed for use in language learning. It will operate like a dual track cassette recorder but instead of using cassette tapes, it will use the PC sound card to record and playback digital audio files to and from a PC. It allows students to listen to a single sound file containing questions on the left track of the audio file and simultaneously record their own voice at the same time on the right track. Both tracks within the single file can then be played back simultaneously for comparison, and the student's voice track may be re-recorded to reinforce speaking practice with no possibility of erasing the questions on the left track.
2. When working with sound files, the Comparative Recorder shall utilize a single file for comparative recording – the left track of the file contains the program audio, while the right track contains the students' recordings. This shall permit evaluation of the students' work utilizing any standard PC audio player application such as Windows Media Player. Systems using separate files for program and student recordings will not be considered.
3. Will support the following formats: VT Review Section please

AUDIO FILES

|                          |                                                                    |
|--------------------------|--------------------------------------------------------------------|
| wav                      | Windows Media PCM format "Wave" audio files                        |
| mpa, mp2, mp3, mp4 files | Moving Pictures Experts Group (MPEG) 1 Layer 2,3 and 4 audio files |
| zip                      | Zip compressed WAV format files                                    |
| ra                       | Real Audio                                                         |
| wma                      | Windows Media Audio                                                |

VIDEO FILES

|           |                                                                                               |
|-----------|-----------------------------------------------------------------------------------------------|
| avi       | Windows Media Audio/Video Interleave video files                                              |
| mpg, mpeg | Moving Pictures Experts Group (MPEG) 1 video files ( <i>not all PCs, depends on drivers</i> ) |
| mp4       | MPEG 4                                                                                        |
| qt/mov    | Apple Quick Time video files ( <i>not all PCs, depends on drivers</i> )                       |
| wmv       | Windows Media Video                                                                           |

MIDI FILES

|          |                                                                                                                                  |
|----------|----------------------------------------------------------------------------------------------------------------------------------|
| mid, rmi | Musical Instrument Digital Interface files ( <i>sound card must have synthesizer chip</i> ) allows Music Dept to Utilize the lab |
|----------|----------------------------------------------------------------------------------------------------------------------------------|

AUTOMATIC COMPARATIVE RECORDING FILES

|     |                                                                |
|-----|----------------------------------------------------------------|
| acr | Sony Automatic Comparative Recording files created by teachers |
|-----|----------------------------------------------------------------|

TEXT FILES/TEXT PLAYER FILES/TEXT SYNCHRONIZATION

|     |                                                                                   |
|-----|-----------------------------------------------------------------------------------|
| doc | Microsoft Word Files- requires MS Word to be installed                            |
| txt | American Standard Code for Information Interchange (ASCII) format text files      |
| rtf | Rich Format Text files                                                            |
| txp | ASCII format text files with an extension of "txp" (for "text player")            |
| rft | Rich Format Text files with an extension of "rft" (for "rich format text player") |
| txs | ASCII format text files with an extension of "txs" (for "text synchronization")   |

HTML FILES

|           |                                  |
|-----------|----------------------------------|
| htm, html | Hyper Text Markup Language files |
|-----------|----------------------------------|

### IMAGE FILES

|     |                                                           |
|-----|-----------------------------------------------------------|
| jpg | JPEG                                                      |
| pdf | Adobe PDF Files- Must have Adobe Acrobat Reader Installed |
| bmp | Bitmap                                                    |
| tif | TIFF                                                      |
| ico | Icon                                                      |
| wma | Windows Meta File                                         |

3. To create lesson, practice, and assessment materials the digital recorder will contain the following minimum functions and capabilities:

A. Create Automatic Comparative Recording Exercises.

- a) Use the built-in "ACR Editor" to create Automatic Comparative Recording exercises.
- b) Build oral tests from an existing sound file.
- c) The student recorder will automatically start and stop playback and recording.
- d) Students can listen to the program once or twice,
- e) Let them record for a teacher selectable amount of time,
- f) And optionally let them review the program and their recording before continuing.

B. Create Multimedia Multiple Choice Tests using an "Analyzer Auto-Test Editor" to create standardized multiple choice tests administered by group.

- a) Tests can be automatically administered and scored with the Instructional Control Software.
- b) Each question can be automatically "closed" based on time, number responding, or percentage of correct responses.
- c) Optionally open a sound, video, or text file for each question.

C. Support Teaching Materials.

- a) The Recorder will support digital audio for aural and oral exercises.
- b) MIDI music for cultural exposure and oral exercises.
- c) Text files for reading writing, translation and pronunciation exercises.
- d) HTML documents and web pages for interactive multimedia.
- e) Still images and digital video for visual augmentation and reinforcement.

D. Create digital Audio Lessons

- a) Record voice and/or audio from other media.
- b) Digitize cassettes at normal speed with optional cassette recorder.
- c) Overwrite, insert record, or delete any portion of a recording.

E. Arrange existing audio lessons to suit specific needs.

- a) Use a built-in audio waveform lesson editor to create, edit, and augment sound files.

- b) Silence can be inserted into the original file, providing a period of time for the students to record responses.
  - c) Any portion of the sound file can be cut, copied, and pasted.
- F. Create Self-Paced Quizzes using the built-in "Quiz Editor".
  - a) Question types shall include Written Response, Recorded Response, Multiple Choice and True/False
  - b) Stimulus may be Audio, Video, Text, Image, MIDI, HTML or a combination of these types.
  - c) Quiz may be encrypted, contain a time limit, allow students to answer out of sequence and record verbal identification.
- G. Create Reading/Writing Exercises.
  - a) Use built-in text editor to create reading and writing exercises.
  - b) Supports both ASCII text, MS Word document Text (Requires school to have MS Word Installed) Rich Text Format and Unicode files.
    - a. Rich text includes formatting and embedded object capabilities.
- H. Right Click the Fast Forward button so skip silence in a student's recording when grading for fast review of student recordings
- . Create Translation and Pronunciation Exercises.
  - a) "Play" any standard text file at any desired words-per-minute rate.
  - b) Students can read the text and record their voice for translation practice at an objective, measurable speed.
- I. Reference or Create Web Pages.
  - a) Use the built-in "WWW Link List Editor" to create HTML documents with links related to your lesson.
  - b) Open Link Lists or any HTML document.
  - c) Students can follow links, but cannot "surf".
- J. Create Still Images.
  - a) Use a digital camera or imaging software to create/edit still image files.
  - b) Display image files in a built-in Image Viewer.
- K. Compose Lessons by Sequencing Clips of Existing Materials.
  - a) Use the built-in Composer Clip Sequence Editor to create continuous lessons from multiple files.
  - b) Open and play the selected clips in sequence.
  - c) Students will have full random access to and within any clip.

- d) Students can perform Comparative recording at any time.
- e) Clips can be any combination of Audio, Video, MIDI, and/or Text files.
- f) Clips can start and end at any desired points in the original file. For example, show the students a 5-minute clip contained within a 30- minute video file.

#### L. Create Synchronized Text.

- a) Use the built-in Text Synchronization Editor to Create text synchronized to play with video or audio files.
- b) Synchronized text files support Unicode.

- 4. Real time counter displays current position in minutes, seconds, and tenths of seconds.
- 5. Real Time Counter displays the time based of the position of the scroll bar without releasing the Mouse button while dragging the scroll bar to pinpoint locations within a Sound or Video file
- 6. Multi-Language Tool Tips
- 7. Up to 50 bookmarks can be named with a Text String and saved.
- 8. File Association allows automatic opening of HTML, text, PDF, Word Documents, jpg, and bookmark files when a sound or video file is opened.
- 9. Repeat Phrase will automatically return to the beginning of the current phrase or sentence and start playing again.
- 10. Infinite A-B repeat plays a segment that will be repeated until stopped.
- 11. Volume level metering capability- set by teachers and installers prohibiting students from lowering the volume or Mic levels to the off position.
- 12. Volume Level and Mic Reset to the teacher selected preset every time the student recorder software is turned off and restarted
- 13. Volume level and Mic reset from the teacher console by the Instructor to ensure proper levels are set prior to a listening, recording, pairing activity in case students adjusted.
- 14. "Call" Teacher button.
- 15. Visual WAV form of the sound file to compare program track with student response.
- 16. Provide an adjustable Variable Speed capability for playback of sound files.
- 17. Self-Diagnose at Start-Up and E-Mail Results Automatically
- 18. Recorder software must be able to be configured to automatically check for updates provided by the manufacturer/publisher and then perform the upgrade *without user intervention*
- 19. Recorder must provide capability to configure the saving of student recordings in "Drop Box" locations without the "path" being available to the students. "Drop Box" folders may be hidden shares. Drop boxes can be configured to email students recordings to the teacher.

#### VI. Headphone/Microphones

- 1. The headset shall be USB with a built in Sound Card in the USB Connector
- 2. The headset built in sound card shall have Mixing capability allowing the instructor to hear the student's microphone and the lesson they are using while the student is in the record mode or playback mode.
- 3. The headset will not require an additional sound card to function in the language lab system

4. The headset shall be fully field repairable.
5. The microphone shall be a condenser type ensuring minimum ambient electronic noise radiation pickup from external sources.
6. The headset must be stereo and compatible with the computers without the need of an additional sound card

#### VII Training:

The vendor shall provide a training package that will consist of at least the following components:

1. Unlimited vendor conducted "in-service" workshops for the foreign language teachers. Workshop components will include:
  - a. Introduction and demonstration of lab features and functions related to the practical application.
  - b. Explanation and overview of the lab training manual and demonstration of sample lab activities.
  - c. Onsite training and Live Web based training at the discretion of the vendor
2. Self-Paced Training Programs on Compact Disc.
3. Operation Manuals (printed and electronic format).
4. Quick Reference Instructions

#### IX License Agreement and Limited Warranty

The vendor warrants that the program media or hardware will be free from defects in materials and workmanship under normal use for a period of one year from the date of its acceptance. The vendor will repair or replace any media or hardware that proves so defective.

## **Section 3 Proposal Requirements**

### **3.1 RESPONSE TO SYSTEM REQUIREMENTS**

The following requirements are presented as a minimum expectation for any vendor's proposal to be considered and are to be addressed in the vendor's response. If the proposer cannot meet or exceed these requirements, the College reserves the right to exclude their proposal from evaluation without further discourse or may enter into negotiations to mitigate any variances.

- Complete Appendix VII, System Requirements Questionnaire Part 1
- Complete Appendix VIII System Requirements Questionnaire Part 2
- Fee structure, including system cost, hourly rate for system installation and initial support (if applicable), cost schedule for training and related exercises (if applicable).
- Describe the best and worst case time frame(s) for installation and implementation of the new system.
- Describe the training package included with the new system, including onsite training or workshops, length of training, number of participants per session, and any future training or "refresher" sessions that would be included with the purchase price of the system.
- Describe any manuals or instructional media that HCC shall receive with the proposed system, including classroom activity templates.
- Describe your company's technical support and customer service. Are they offered on line, by telephone or both? How long will they be available to HCC at no charge with the cost of the system? Does that include future upgrades? Once installed and with the permission of HCC's Information Technology Department, can the system be accessed remotely (i.e. from vendor technical support center) to troubleshoot, repair and upgrade without on-site visits?

### **3.2 RESPONSE REQUIREMENTS**

Along with a narrative addressing how your firm would address each of the phases outlined above, responses to this RFP shall include at least the following information:

- Include the full name and address of your organization.
- Include name of the lead professional personnel to be assigned to the HCC project, including a brief resume (relevant education, experience and any pertinent certifications, degrees etc.)
- Include a brief description of your firm, including (1) number of years experience specific to this RFP, (2) qualifications, (3) experience and ability to fulfill the scope of work described in this RFP.
- List of colleges, universities, high schools or similar educational entities with which your firm has provided similar systems. Include a brief description of the activities, success in achieving institutional goals, timeframes for achieving those goals, and a list of names, addresses, phone numbers, contact persons and their relationship to activities.
- Provide at least three references of successful installation of all-digital, software-based technology similar to that outlined in this bid request.
- Include any topics not covered in the Request for Proposal which you wish to disclose which further describes your firm's level of qualifications for this project.
- Disclose and describe any civil or criminal actions in which your firm or its parent or subsidiaries are currently responding or to which it responded in the last two years.
- Provide general qualifications and experience as they relate to the following –
  - a. A demonstrated compliance with State of Connecticut contracting statutes and regulations. If a proposer has no experience in the State of Connecticut, they shall provide the same information from experience in other states.
  - b. History of contracts entered into with the State of Connecticut over the five (5) year period immediately prior to the published date of the RFP, including contracts awarded, contracts terminated and contracts determined to be null and void.
  - c. History of violations of State of Connecticut statutes and regulations relating to Ethics during the five (5) year period immediately prior to the published date of the RFP.

## **Section 4 Bid Evaluation Criteria**

Evaluation – The award of this RFP shall be based upon a comprehensive review and analysis of all proposals by the RFP committee, and negotiation of the proposal which best meets the needs of the College. The award shall be made to the most responsive bidder offering the best value as determined by the College. All vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

The College will include in its evaluation: proposals, presentations (if requested), references and interviews.

All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed below. Proposals will be evaluated as to the vendor's response to the following criteria:

### **Criteria**

1. Qualifications and Experience
  - Prior experience and Qualifications specific to this RFP
  - References
  - Current and recent clients list
  - General qualifications and experience as they relate to compliance with CT contracting statutes and regulations, including Ethics
2. Proposal
  - Quality, clarity and completeness of proposal
  - Expressed understanding of the requirements of this RFP
  - Expressed ability of the proposed system to meet HCC's goals, objectives and expectations
  - Qualifications and availability of principal team members
  - Completion of and quality of answers to Appendix VII
  - Completion of and quality of answers to Appendix VIII
  - Training and technical support offered

**Information Required:** Proposals should explain clearly and completely the proposers' qualifications and experience as they pertain specifically to the services outlined in this RFP.

**Supplemental Information:** As part of the RFP review, the College may request the vendor to supply, in writing, clarifications, additional documentation or information needed to fairly evaluate each proposal.

**Review of References:** Each proposer is required to provide a list of references as requested above with which it has performed services similar to the one in this RFP. Please include name, title, and telephone number of a contact person at each institution. The College reserves the right, but is not obligated to, contact any organization or institution and review the system installed and implemented by any proposer as a reference.

**The College will include in its evaluation:** Proposals, presentations (if requested), references and interviews. In addition, the award will be predicated upon the successful negotiation of specific terms and conditions on any resulting award or contract. The College will be the sole judge of the suitability of the proposed Agreement.

**Requests for Clarification by the College:** The College may request that any proponent clarify or supplement any information contained in any proposal. Proposers are required to provide a written response within ten (10) business days of receipt of any request for clarification by the College.

# PROPOSAL CERTIFICATION

PROPOSERS – SIGN AND SUBMIT THIS CERTIFICATION WITH PROPOSAL

Request for Proposal # HCC 09-01  
Description: Totally Digital Multi-Media Learning Lab System

I certify that:

This proposal is a legal and binding offer and I have the authority to bind the proposer indicated below to the specific terms, conditions and technical specifications required in this RFP and offered in the proposer's proposal. I understand that by submitting this proposal, the proposer indicated below agrees to provide the services described in the proposal.

The contents of the proposal are true and accurate and that the proposer has not made any knowingly false statements in the proposal.

The proposal has been developed independently, without consultation or communication with any employee or consultant of HCC who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee, or with any other proposer or parties for the purpose of restricting competition.

This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the College.

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

FEIN or SSN: \_\_\_\_\_

Date: \_\_\_\_\_

PROPOSAL SCHEDULE  
HCC SP-16

Patricia Kurowski  
Purchasing Services  
Officer 1

(203) 332-5191  
Telephone Number

**STATE OF CONNECTICUT**  
**HOUSATONIC**  
**COMMUNITY**  
**COLLEGE**  
**PROCUREMENT SERVICES**  
**PROPOSAL SCHEDULE**

**BID NO:**  
**HCC 09-01**

|                |                |
|----------------|----------------|
| DELIVERY:      |                |
| TERMS:         | CASH DISCOUNT: |
|                | % Days         |
| BIDDER NAME:   |                |
| SSN OR FEIN #: |                |

**IMPORTANT!**  
**RETURN ORIGINAL AND ONE COPY**

Terms/Payment: Purchase Order/Net 30  
Bid prices shall include all transportation charges  
FOB state agency.

Page 1 OF 1

DESCRIPTION OF COMMODITY AND/OR SERVICES

QUANTITY

UNIT  
OF  
MEASURE

TOTAL PRICE

SONY VIRTUOSO MAJOR SYSEM – FOREIGN  
LANGUAGE AND ESL

(PER ATTACHED EQUIPMENT BREAKDOWN)

PLEASE ENTER TOTAL PRICE ON THIS SHEET AND  
GIVE PRICING DETAIL ON EQUIPMENT  
BREAKDOWN SHEET\*\*\*

\$

**\*\*\*BIDS WILL BE REJECTED IF THEY DO NOT  
CONTAIN BOTH THIS SHEET AND THE  
EQUIPMENT BREAKDOWN SHEET**

|                                                                                         |  |                            |
|-----------------------------------------------------------------------------------------|--|----------------------------|
| WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER |  | DATE                       |
| TYPE OR PRINT NAME OF AUTHORIZED PERSON                                                 |  | TITLE OF AUTHORIZED PERSON |

| <b>SONY VIRTUOSO MAJOR SYSTEM – Foreign Language and ESL</b>                             |                                       |                                                                       |  |               |                         |    |    |
|------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------|--|---------------|-------------------------|----|----|
| <b>HOUSATONIC COMMUNITY COLLEGE-BID 09-01</b>                                            |                                       |                                                                       |  |               |                         |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
| <b>Instructors Console</b>                                                               |                                       |                                                                       |  |               |                         |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
| Sony Virtuoso Major                                                                      | Major Teacher/Student License         |                                                                       |  |               | 55                      | \$ | \$ |
| Virtuoso P4 ASL                                                                          | American Sign Language Plug In        |                                                                       |  |               | 10                      |    |    |
| SANS SHS-100C                                                                            | Stereo USB Headset w/microphone       |                                                                       |  |               | 4                       |    |    |
| Dual Headset Box                                                                         | SANS DUO BOX                          |                                                                       |  |               | 2                       |    |    |
| Console PC                                                                               | Dual Core Precision, Dual 19" Display |                                                                       |  |               | 2                       |    |    |
| Virtuoso P1                                                                              | Multi Teacher Console Plug In         |                                                                       |  |               | 1                       |    |    |
| Cassette Player                                                                          | Internal Cassette Recorder            |                                                                       |  |               | 2                       |    |    |
| Virtuoso P3                                                                              | Live Video Push Engine                |                                                                       |  |               | 2                       |    |    |
| Elmo Document Camera                                                                     | Video Presentation Camera             |                                                                       |  |               | 2                       |    |    |
| DVD- VHS Combo                                                                           | DVD- VHS Combo                        |                                                                       |  |               | 2                       |    |    |
| Cannon Scanner                                                                           | Scanner                               |                                                                       |  |               | 2                       |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
| <b>Student Positions</b>                                                                 |                                       |                                                                       |  |               |                         |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
| Sony Soloist CC                                                                          | Soloist Concurrent Controller License |                                                                       |  |               | 55                      |    |    |
| Soloist P1 ASL                                                                           | American Sign Language Module         |                                                                       |  |               | 10                      |    |    |
| SANS SHS-100C                                                                            | Stereo USB Headset w/mic (10 spares)  |                                                                       |  |               | 65                      |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
| SANS Libra PICCO Media Server                                                            |                                       |                                                                       |  |               |                         |    |    |
| <b>SANS302-16</b>                                                                        |                                       | PICCO Server, 1 node, gigabit fiber NIC, 600Mb/s Sustained Video      |  |               |                         |    |    |
|                                                                                          |                                       | throughput, Dual CPU Quad Xeon 2.66GHZ, Redundant Power Supplies      |  |               |                         |    |    |
|                                                                                          |                                       | 4GB Memory, DVD Burner, Floppy, SAS RAID Card                         |  |               |                         |    |    |
|                                                                                          |                                       | Mirrored Dual 73GB SAS OS Drives, 2003 OS, 7x300GB SAS Storage Drives |  |               |                         |    |    |
|                                                                                          |                                       | <b>1.8TB Storage, 2500 HRS of Video- Expandable to 3.9TB</b>          |  |               |                         |    |    |
|                                                                                          |                                       | <b>Server warranty one year parts and labor</b>                       |  |               |                         |    |    |
| <b>Optibase Encoder</b>                                                                  |                                       |                                                                       |  |               |                         |    |    |
| Dell PC, Optibase MPEG Moviemaker Xpress Encoder card with Composer Starter              |                                       |                                                                       |  |               | 1                       |    |    |
| Hotronics Video Time Base Corrector, Dell LCD Video Monitor                              |                                       |                                                                       |  |               |                         |    |    |
| Cassette Recorder, Sony VHS VCR/DVD Combo                                                |                                       |                                                                       |  |               |                         |    |    |
| Development desk, Sony Soloist Authoring Tools                                           |                                       |                                                                       |  |               |                         |    |    |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
| On Site Technical support for two (2) years - 10 days (per year to be used as necessary) |                                       |                                                                       |  |               | 20                      |    |    |
|                                                                                          |                                       |                                                                       |  |               | <b>Equipment Total:</b> |    | \$ |
|                                                                                          |                                       |                                                                       |  |               |                         |    |    |
| <b>Freight</b>                                                                           |                                       |                                                                       |  |               |                         |    | \$ |
| <b>Installation</b>                                                                      |                                       |                                                                       |  |               |                         |    | \$ |
|                                                                                          |                                       |                                                                       |  | <b>Total:</b> |                         |    | \$ |

Vendor Name: \_\_\_\_\_

(Additional vendor information is required on following pages)

HOUSATONIC COMMUNITY COLLEGE  
CONTRACTOR INFORMATION SHEET

Legal Vendor Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_



*Affidavit to accompany a State contract for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)*

**Commissioner of the Superior Court  
or Notary Public**

**PROPOSAL**

HCC-RFP-26 10/07

Patricia Kurowski  
Purchasing Dept  
(203) 332-5191  
Telephone Number

**STATE OF CONNECTICUT**  
**HOUSATONIC COMMUNITY COLLEGE**  
**PURCHASING DEPT - ROOM A104**  
**900 LAFAYETTE BOULEVARD**  
**BRIDGEPORT, CT 06604-4704**

RFP NO.:

**HCC-09-01**

**READ AND COMPLETE  
CAREFULLY**

Page 1 of 3

|                                                                     |                                      |                                           |                                                              |                                    |
|---------------------------------------------------------------------|--------------------------------------|-------------------------------------------|--------------------------------------------------------------|------------------------------------|
| RFP NO.:<br><b>HCC 09-01</b>                                        | RFP DUE DATE:<br><b>22 July 2008</b> | RFP DUE TIME:<br><b>2:00PM Local Time</b> | RFP SURETY:<br><b>\$0.00</b>                                 | DATE ISSUED:<br><b>2 July 2008</b> |
| DESCRIPTION: <b>TOTALLY DIGITAL MULTI-MEDIA LEARNING LAB SYSTEM</b> |                                      |                                           |                                                              |                                    |
| FOR:<br><br><b>HOUSATONIC COMMUNITY COLLEGE</b>                     |                                      |                                           | TERM OF CONTRACT:<br><b>Date of Award through Completion</b> |                                    |
|                                                                     |                                      |                                           | Agency Requisition Number(s):                                |                                    |

**REQUEST FOR PROPOSAL:** Pursuant to the provisions of Section 4a-52a of the Connecticut General Statutes as amended, the HCC Purchasing Department is soliciting proposals for Housatonic Community College, at the address above, for the furnishing of the subject commodities and/or services to the College.

**IMPORTANT: ALL pages of this form, Sections 1 through 3 must be completed, signed and returned by the proposer as part of the proposal package. Failure to submit all pages of this form may constitute grounds for rejection of your proposal.**

**Section 1 of 3 - PROPOSER INFORMATION**

|                                                                                                                                                 |  |                                                                                                                  |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>COMPLETED PROPOSER LEGAL BUSINESS NAME:</b>                                                                                                  |  | <b>Taxpayer ID # (TIN)</b> <input type="text"/> <b>SSN</b> <input type="text"/> <b>FEIN</b> <input type="text"/> |                            |
| PRINCIPAL PLACE OF BUSINESS:                                                                                                                    |  | Write/Type SSN/FEIN Number Above                                                                                 |                            |
| BUSINESS NAME, TRADE NAME, DOING BUSINESS AS (if different from above):                                                                         |  |                                                                                                                  |                            |
| PRINCIPAL PLACE OF BUSINESS (if different from above):                                                                                          |  |                                                                                                                  |                            |
| BUSINESS ENTITY: <input type="checkbox"/> LLC <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> |  | INDIVIDUAL/SOLE PROPRIETORSHIP (Attach names and titles of all partners.)                                        |                            |
| <input type="checkbox"/> CORPORATION (Type of Corporation):                                                                                     |  | STATE ORGANIZED IN:                                                                                              |                            |
| <b>NOTE:</b> IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.                    |  |                                                                                                                  |                            |
| BUSINESS TYPE:    A. SALE OF COMMODITIES    B. MEDICAL SERVICES    C. ATTORNEY FEES    D. RENTAL PROPERTY<br>(REAL ESTATE & EQUIPMENT)          |  |                                                                                                                  |                            |
| E. OTHER (Describe in detail):                                                                                                                  |  |                                                                                                                  |                            |
| UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (Enter Letter from above)                                        |  |                                                                                                                  |                            |
| UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (Enter Letter from above)                                          |  |                                                                                                                  |                            |
| WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED PROPOSER                                                  |  |                                                                                                                  | DATE EXECUTED              |
| <--- SIGN HERE                                                                                                                                  |  |                                                                                                                  |                            |
| TYPE OR PRINT NAME OF AUTHORIZED PERSON                                                                                                         |  |                                                                                                                  | TITLE OF AUTHORIZED PERSON |

**PROPOSAL**

HCC-RFP-26 10/07

Patricia Kurowski  
Purchasing Dept  
(203) 332-5191  
Telephone Number

**STATE OF CONNECTICUT**  
**HOUSATONIC COMMUNITY COLLEGE**  
**PURCHASING DEPT - ROOM A104**  
**900 LAFAYETTE BOULEVARD**  
**BRIDGEPORT, CT 06604-4704**

RFP NO.:

**HCC-09-01**

**READ AND COMPLETE  
CAREFULLY**

Page 2 of 3

**Section 1 of 3 - Proposer Information (Continued)**

PROPOSER ADDRESS: STREET CITY STATE ZIP CODE

ADD ADDITIONAL BUSINESS ADDRESS INFORMATION ON BACK OF THIS FORM, IF NEEDED

PROPOSER E-MAIL ADDRESS:

PROPOSER WEB SITE:

REMITTANCE ADDRESS: ☐ SAME AS PROPOSER ADDRESS ABOVE

STREET CITY STATE ZIP CODE

PROPOSER CONTACT INFORMATION: NAME (Type or Print)

PROPOSER ADDRESS: STREET CITY STATE ZIP CODE

ADD ADDITIONAL PROPOSER CONTACT AND ADDRESS INFORMATION ON BACK OF THIS FORM, IF NEEDED

1ST BUSINESS PHONE:

Ext.#

HOME PHONE:

2ND BUSINESS PHONE:

Ext.#

1ST PAGER:

CELLULAR:

2ND PAGER:

1ST FAX NUMBER:

TOLL FREE PHONE:

2ND FAX NUMBER:

TELEX:

IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? ☐ YES (Attach Certificate Copy to Bid)

☐ NO

IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY AND AGENCY ADDRESS:

FOR PURCHASE ORDER DISTRIBUTION: 1.) CHECK ONLY ONE BOX BELOW

☐ FAX

☐ USPS MAIL

ADD ADDITIONAL BUSINESS ADDRESS, E-MAIL AND CONTACT INFORMATION BELOW OR ON BACK OF THIS FORM, IF NEEDED.

**PROPOSAL**

HCC-RFP-26 10/07

Patricia Kurowski  
Purchasing Dept  
(203) 332-5191  
Telephone Number

**STATE OF CONNECTICUT  
HOUSATONIC COMMUNITY COLLEGE  
PURCHASING DEPT - ROOM A104  
900 LAFAYETTE BOULEVARD  
BRIDGEPORT, CT 06604-4704**

RFP NO.:

**HCC-09-01**

**READ AND COMPLETE  
CAREFULLY**

Page 3 of 3

**Section 2 of 3 - Proposer Debarment and/or Suspension**

Has the proposer, any company official, or any subcontractor to the proposer, received any notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity?

☐ YES

☐ NO

The above signed proposer further affirms and declares that neither the proposer and or any company official nor any subcontractor to the proposer has received any notices of debarment and/or suspension from contracting with other states within the United States.

☐ YES

☐ NO

If the above signed proposer, any company official or any subcontractor to the proposer **has** received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity, said notices must be attached to this document when submitting the proposal.

Number of notices attached: \_\_\_\_\_

**Section 3 of 3 - Other Information**

**Refer to "Guidance for Vendor Authorizations" at:**

[http://www.das.state.ct.us/Purchase/Info/Vendor\\_Authorization\\_and\\_Guidance\\_081106.pdf](http://www.das.state.ct.us/Purchase/Info/Vendor_Authorization_and_Guidance_081106.pdf)

**Refer to "Guide to Code of Ethics for Current or Potential State Contractors" at:**

[http://www.ct.gov/ethics/lib/ethics/2006\\_guide\\_for\\_contractors.pdf](http://www.ct.gov/ethics/lib/ethics/2006_guide_for_contractors.pdf)

## **APPENDIX I. REFERENCES**

Proposals should include three organizations or institutions, of similar or the same size, where you have provided services similar to the services outlined herein.

Please include name, title, telephone number and email address of a contact person at each institution.

Note: References may be checked electronically; the requirement for email address is a mandatory requirement.

### **REFERENCES:**

Institution (name and address)

Contact Person

Telephone #

Email

---

Institution (name and address)

Contact Person

Telephone #

Email

---

Institution (name and address)

Contact Person

Telephone #

Email

## **APPENDIX II. INSTRUCTIONS TO PROPOSERS**

- A. Proposals must be addressed and delivered to the Purchasing Department, Housatonic Community College, Room 104A, 900 Lafayette Blvd, Bridgeport, CT. 06604, on or before the time and date set for closing. Proposals should be in a sealed envelope marked:

Name of Proposer:

Title of Proposal: Totally Digital Multi-Media Learning Lab System

RFP Number: HCC 09-01

Proposal Due Date: 2:00 P.M. July 24, 2008

No telephone, telegraphic or facsimile proposals will be considered

- B. Proposals should include one (1) original (signed in ink) and one (1) copy.
- C. Proposers may withdraw their proposals at any time prior to the time and date set for opening.
- D. No department or office at the College has the authority to solicit or receive official proposals other than the Purchasing Department. All solicitation is performed under the direct supervision of the Purchasing Department and in complete accordance with HCC policies and procedures.
- E. The College reserves the right to conduct discussions with proposers. During this discussion period, the College will not disclose any information derived from the proposals or from discussions with other proposers. Once an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.
- F. Submission of a proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the College. Price, although an important consideration, will not be the sole determining factor.
- G. Proposals must be provided on the Proposal Certification page. Proposals on any other form will be considered informal and will be rejected. Conditional proposals will not be considered. All proposals must be signed by an individual authorized to extend a formal proposal. Proposals that are not signed may be rejected.
- H. The College reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in the best interest to do so. The College also reserves the right to hold all proposals for a period of 60 days after the opening date and the right to accept a proposal not withdrawn before the scheduled opening date.

- I. All proposals in response to this RFP are to be the sole property of the State and subject to provisions of section 1-19 of the Connecticut General Statutes. (re: Freedom of Information)
- J. Any alleged oral agreement or arrangement made by a vendor with any agency or employee will be superseded by the written agreement.
- K. HCC reserves the right to correct inaccurate awards resulting from clerical errors.
- L. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the agency may be required at the bidder's expense.
- M. Direct all inquiries relative to the conditions and specifications listed herein and any and all other communication related to this RFP to:

Patricia Kurowski  
Purchasing Services Officer 1  
Housatonic Community College  
Purchasing Department (Rm. A104)  
900 Lafayette Blvd.  
Bridgeport, CT. 06604  
Phone: 203-332-5191  
Fax: 203-332-5248  
Email: [pkurowski@hcc.commnet.edu](mailto:pkurowski@hcc.commnet.edu)

### **APPENDIX III. PROPOSAL CERTIFICATION**

#### **PROPOSERS – SIGN AND SUBMIT THIS CERTIFICATION WITH PROPOSAL**

Request for Proposal # HCC 09-01

Description: Totally Digital Multi-Media Learning Lab System

I certify that:

This proposal is a legal and binding offer and I have the authority to bind the proposer indicated below to the specific terms, conditions and technical specifications required in this RFP and offered in the proposer's proposal. I understand that by submitting this proposal, the proposer indicated below agrees to provide the services described in the proposal.

The contents of the proposal are true and accurate and that the proposer has not made any knowingly false statements in the proposal.

The proposal has been developed independently, without consultation or communication with any employee or consultant of HCC who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee, or with any other proposer or parties for the purpose of restricting competition.

This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the College.

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

FEIN or SSN: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX IV. REQUIRED FORMS**

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS  
NOTIFICATION TO BIDDERS**

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK  
(Please see next page for entire CHRO document)

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s “good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

**1) Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

|                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> | <p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## BIDDER CONTRACT COMPLIANCE MONITORING REPORT

### PART I - Bidder Information

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company Name<br>Street Address<br>City & State<br>Chief Executive | Bidder Federal Employer<br>Identification Number _____<br>Or<br>Social Security Number _____                                                                                                                                                                                                                                                                            |
| Major Business Activity<br>(brief description)                    | Bidder Identification<br>(response optional/definitions on page 1)<br><br>-Bidder is a small contractor. Yes__ No__<br>-Bidder is a minority business enterprise Yes__ No__<br>(If yes, check ownership category)<br>Black__ Hispanic__ Asian American__ American Indian/Alaskan<br>Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__<br>Female__ |
| Bidder Parent Company<br>(If any)                                 | - Bidder is certified as above by State of CT Yes__ No__                                                                                                                                                                                                                                                                                                                |
| Other Locations in Ct.<br>(If any)                                | - DAS Certification Number _____                                                                                                                                                                                                                                                                                                                                        |

### PART II - Bidder Nondiscrimination Policies and Procedures

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards?<br><div style="text-align: right;">Yes__ No__</div>                                                                                                                                                                                                                                                                                                                                                                 | 7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.?<br><div style="text-align: right;">Yes__ No__</div>                                                                                                        |
| 2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards?<br><div style="text-align: right;">Yes__ No__</div>                                                                                                                                                                                                                                                                                                                                                             | 8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability?<br><div style="text-align: right;">Yes__ No__</div>                                                                                                                 |
| 3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy?<br><br>Yes__ No__                                                                                                                                                                                                                                                                                                                                                                                           | 9. Does your company have a mandatory retirement age for all employees?<br><div style="text-align: right;">Yes__ No__</div>                                                                                                                                                                                       |
| 4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer?<br><div style="text-align: right;">Yes__ No__</div>                                                                                                                                                                                                                                                                                                                                                                     | 10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors?<br><div style="text-align: right;">Yes__ No__ NA__</div>                                                                                                         |
| 5. Do you notify the Ct. State Employment Service of all employment openings with your company?<br><div style="text-align: right;">Yes__ No__</div>                                                                                                                                                                                                                                                                                                                                                                                                  | 11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor?<br><div style="text-align: right;">Yes__ No__ NA__</div>                                                                |
| 6. Does your company have a collective bargaining agreement with workers?<br><div style="text-align: right;">Yes__ No__</div> <div>             6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers?<br/> <div style="text-align: right;">Yes__ No__</div> </div> <div>             6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct?<br/> <div style="text-align: right;">Yes__ No__</div> </div> | 12. Does your company have a written affirmative action Plan? Yes__ No__<br>If no, please explain.<br><br><hr/> 13. Is there a person in your company who is responsible for equal employment opportunity?<br><div style="text-align: right;">Yes__ No__</div> If yes, give name and phone number.<br><hr/> <hr/> |

1. Will the work of this contract include subcontractors or suppliers?    Yes\_\_ No\_\_

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes\_\_ No\_\_

PART IV - Bidder Employment Information

Date:

| JOB<br>CATEGORY *                                                                     | OVERALL<br>TOTALS | WHITE<br>(not of Hispanic<br>origin) |        | BLACK<br>(not of Hispanic<br>origin) |        | HISPANIC |        | ASIAN or PACIFIC<br>ISLANDER |        | AMERICAN INDIAN or<br>ALASKAN NATIVE |        |
|---------------------------------------------------------------------------------------|-------------------|--------------------------------------|--------|--------------------------------------|--------|----------|--------|------------------------------|--------|--------------------------------------|--------|
|                                                                                       |                   | Male                                 | Female | Male                                 | Female | Male     | Female | Male                         | Female | male                                 | female |
| Management                                                                            |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Business & Financial Ops                                                              |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Marketing & Sales                                                                     |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Legal Occupations                                                                     |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Computer Specialists                                                                  |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Architecture/Engineering                                                              |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Office & Admin Support                                                                |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Bldg/ Grounds<br>Cleaning/Maintenance                                                 |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Construction & Extraction                                                             |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Installation , Maintenance<br>& Repair                                                |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Material Moving Workers                                                               |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Production Occupations                                                                |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| TOTALS ABOVE                                                                          |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Total One Year Ago                                                                    |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE) |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Apprentices                                                                           |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |
| Trainees                                                                              |                   |                                      |        |                                      |        |          |        |                              |        |                                      |        |

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

|                                                                                                              |     |    |                                    |                                                                                                     |                                   |                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|-----|----|------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Which of the following recruitment sources are used by you?<br>(Check yes or no, and report percent used) |     |    |                                    | 2. Check (X) any of the below listed requirements that you use as a hiring qualification<br><br>(X) |                                   | 3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination |
| SOURCE                                                                                                       | YES | NO | % of applicants provided by source |                                                                                                     |                                   |                                                                                                                                              |
| State Employment Service                                                                                     |     |    |                                    |                                                                                                     | Work Experience                   |                                                                                                                                              |
| Private Employment Agencies                                                                                  |     |    |                                    |                                                                                                     | Ability to Speak or Write English |                                                                                                                                              |
| Schools and Colleges                                                                                         |     |    |                                    |                                                                                                     | Written Tests                     |                                                                                                                                              |
| Newspaper Advertisement                                                                                      |     |    |                                    |                                                                                                     | High School Diploma               |                                                                                                                                              |
| Walk Ins                                                                                                     |     |    |                                    |                                                                                                     | College Degree                    |                                                                                                                                              |
| Present Employees                                                                                            |     |    |                                    |                                                                                                     | Union Membership                  |                                                                                                                                              |
| Labor Organizations                                                                                          |     |    |                                    |                                                                                                     | Personal Recommendation           |                                                                                                                                              |
| Minority/Community Organizations                                                                             |     |    |                                    |                                                                                                     | Height or Weight                  |                                                                                                                                              |
| Others (please identify)                                                                                     |     |    |                                    |                                                                                                     | Car Ownership                     |                                                                                                                                              |
|                                                                                                              |     |    |                                    |                                                                                                     | Arrest Record                     |                                                                                                                                              |
|                                                                                                              |     |    |                                    |                                                                                                     | Wage Garnishments                 |                                                                                                                                              |

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

|             |         |               |             |
|-------------|---------|---------------|-------------|
| (Signature) | (Title) | (Date Signed) | (Telephone) |
|-------------|---------|---------------|-------------|

## **APPENDIX V. RFP RESPONSE CHECK LIST**

A COMPLETE BID RESPONSE WILL INCLUDE THE SUBMISSION OF ALL THE ATTACHMENTS LISTED BELOW.

PARTIAL ANSWERS AND /OR MISSING ATTACHMENTS MAY DEEM YOUR RESPONSE AS NON-COMPLIANT. NON-COMPLIANT BIDS ARE DISQUALIFIED FROM CONSIDERATION.

- ( ) Signed Proposal Certificate (Appendix III)
- ( ) Form of Proposal (complete response to requirements in Sections 3.1 and 3.2, including Appendix VII parts 1 and 2)
- ( ) Pricing
- ( ) References, including past or current contracts with the State of Connecticut or its agencies
- ( ) CHRO Paperwork (Appendix IV) including OPM Ethics Form 5, Consulting Affidavit

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**

**BID NO:**  
**HCC 09-01**

**APPENDIX VI-STANDARD BID AND CONTRACT TERMS AND CONDITIONS - Page 1 of 4**

**All Invitations For Bids issued by the Department of Administrative Services, Procurement Services will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.**

**Incorporated by reference into this contract are applicable provisions of the Connecticut General Statutes including but not limited to Sections 4a-50 through 4a-80 and applicable provisions of the Regulations of Connecticut State Agencies including but not limited to Sections 4a-52-1 through 4a-52-22.**

**The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.**

**Submission of Bids**

1. Bids must be submitted on forms supplied by Procurement Services. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.

2. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left hand corner of the envelope.

3. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by Procurement Services after the time specified for opening of bids, shall not be considered. An original and one copy of the proposal schedule shall be returned to Procurement Services. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids may be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for bids.

5. Alternate bids will not be considered. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.

6. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount.

7. Pursuant to Section 12-4 12 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment

of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

9. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

10. All bids will be opened and read publicly and upon award are subject to public inspection.

**Guaranty or Surety**

11. Bid and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

**Samples**

12. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

13. Samples are furnished free of charge. Bidder must indicate if their return is desired, provided they have not been made useless by test. Samples may be held for comparison with deliveries.

**Award**

14. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

15. Procurement Services may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

16. Procurement Services may correct inaccurate awards resulting from clerical or administrative errors.

**Contract**

17. Section 51 of Public Act No. 05-287 (the "Act") requires that this solicitation include a notice of the consulting affidavit requirements described in the Act. Accordingly, pursuant to the Act, vendors are notified as follows:

(a) No state agency shall execute a contract for the purchase of goods or services, which contract has a total value to the state

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**

**BID NO:**  
**HCC 09-01**

**Standard Bid and Contract Terms and Conditions - Page 2 of 4**

of fifty thousand dollars or more in any calendar or fiscal year, unless the state agency obtains the written affidavit described in subsection (b) of this section.

(b) (1) The chief official of the vendor awarded a contract described in subsection (a) of this section or the individual awarded such contract who is authorized to execute such contract, shall attest in an affidavit as to whether any consulting agreement has been entered into in connection with such contract. Such affidavit shall be required if any duties of the consultant included communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction or requests for information or

(C) any other similar activity related to such contract. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics, as of the date such affidavit is submitted. (2) Such affidavit shall be sworn as true to the best knowledge and belief of the person signing the certification on the affidavit and shall be subject to the penalties of false statement. (3) Such affidavit shall include the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such affidavit shall indicate his or her former agency and the date such employment terminated. (4) Such affidavit shall be amended whenever the vendor awarded the contract enters into any new consulting agreement during the term of the contract.

(c) If a vendor refuses to submit the affidavit required under subsection (b) of this section, then the state agency shall not award the Contract to such vendor and shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

18. Pursuant to the requirements of Section 37(c) of Public Act No. 05-287, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-8 1b of the Connecticut General Statutes is incorporated by reference into and made a part of this Agreement as if the summary had been fully set forth in this Agreement.

19. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

20. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of Procurement Services.

21. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be

binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified bidder.

22. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for Procurement Services to purchase these commodities or services on the open market. The Contractor agrees to promptly reimburse the State for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

23. Rejected commodities must be removed by the Contractor from State premises within 48 hours. Immediate removal may be required when safety or health issues are present.

24. Contractor agrees to: hold the State harmless from liability of any kind for the use of any copyright or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract; guarantee their products against defective material or workmanship; repair damages of any kind, for which they are responsible to the premises or equipment, to their own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc. and to give all notices and comply with all requirements of city or town in which the service is to be provided and to the State of Connecticut; to carry proper insurance to protect the State from loss.

25. Notwithstanding any provision or language in this contract to the contrary, the Commissioner may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the State. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the State for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the State all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the State. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Commissioner of the Department of Administrative Services, however, no compensation for lost profits shall be allowed.

**Delivery**

26. All products and equipment delivered must be new unless otherwise stated in the bid specifications.

27. Delivery will be onto the specified State loading docks by the Contractor unless otherwise stated in the bid specifications.

28. Deliveries are subject to re-weighing on State sealed scales.

29. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**

**BID NO:**  
**HCC 09-01**

**Standard Bid and Contract Terms and Conditions - Page 3 of 4**

30. Charges against a Contractor shall be deducted from current obligations. Money paid to the State by the Contractor shall be payable to the Treasurer, State of Connecticut.

**Tangible Personal Property**

31. For the entire term of the Agreement and any and all of its extensions, the Contractor, on its own behalf and on behalf of all of its Affiliates, shall comply fully with the provisions of Conn. Gen. Stat. §12-41 1b, including, but not limited to, the following:

(a) The Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, on behalf of its customers any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;

(b) A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;

(c) The Contractor and its Affiliates shall remit all use taxes they collect from customers no later than the last day of the month of the calendar quarter that follows the effective date of this Agreement or the last day of the tax collection period during which the tax was collected, whichever is later. Notwithstanding the previous sentence, if the Agreement provides for an earlier date, then that earlier date shall control;

(d) The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and

(e) If the Contractor or its Affiliates fail to remit use taxes collected on behalf of their customers by the date required above, then they shall be subject to the interest and penalties provided for persons required to collect sales tax under Chapter 219 of the Connecticut General Statutes.

For purposes of this section of the Agreement, the word "Affiliate" means any person, as defined in Conn. Gen. Stat. §12-1, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.

32. The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.

**Saving Clause**

33. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

**Advertising**

34. Contractors may not reference sales to the State for advertising and promotional purposes without the prior approval of Procurement Services.

**Rights**

35. The State has sole and exclusive right and title to all printed material produced for the State and the contractor shall not copyright the printed matter produced under the contract.

36. The Contractor assigns to the State all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

37. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold the State harmless and indemnify the State from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations.

**Executive Orders**

38. This Agreement is subject to the provisions of Executive Order No. 7B of Governor M. Jodi Rell, promulgated November 16, 2005, concerning contracting reforms, Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this agreement as if they had been fully set forth in it. For complete text of said documents, please go to:

[http://www.das.state.ct.us/Purchase/Info/Executive\\_Orders%203-16-17-7B\\_Complete\\_Text.pdf](http://www.das.state.ct.us/Purchase/Info/Executive_Orders%203-16-17-7B_Complete_Text.pdf)

**Records, Files, and Information**

39. The contract resulting from the ITB is subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be

STANDARD BID  
TERMS AND CONDITIONS  
SP-19 Rev. 02/06  
(Prev. Rev. 12/05)  
**Jill Belisle**  
*Contract Specialist*  
  
**(860) 713-5149**  
*Telephone Number*

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
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**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
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brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

40. Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

**Health Insurance Portability and Accountability Act (HIPAA)**

41. Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Bidders are expected to adhere to the same standards as the state agency/covered entity as to Protected Health Information (PHI), to maintain compliance with Title 45 CFR Part 164.504, Uses and Disclosures: Organizational Requirements, Bidder Contracts. Protected Health Information (PHI) includes information related to claims, health services, federal and state tax information, financials, criminal/court related information and other personally identifiable records. Bidder agrees that it shall be prohibited from using or disclosing the PHI provided or made available by the state agency/covered entity or viewed while on the premises for any purpose other than as expressly permitted or required by this Contract. These uses and disclosures must be within the scope of the Bidder's services provided to the state agency/covered entity. Bidders shall establish and maintain reasonable safeguards to prevent any use or disclosure of the PHI, other than as specified in this Contract or required by law. Bidder agrees that anytime

PHI is provided or made available to any subcontractors or agents, Bidder must enter into a subcontract, which contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this Contract. Bidder agrees to make available and provide a right of access to PHI by the individual for whom the information was created and disclosed. Bidder agrees to make information available as required to provide an accounting of disclosures. Bidder agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Bidder on behalf of the state agency/covered entity, available to the Secretary of Health and Human Services (HHS) for purposes of determining compliance with the HHS Privacy Regulations. At termination of this Contract, Bidder agrees to return or destroy all PHI received from, or created by the state agency/covered entity. If not feasible, extend the protections of this agreement to the PHI and limit further uses and disclosures. Bidder will have procedures in place for mitigating any harmful effects from the use or disclosure of PHI in a manner contrary to this Contract or the HHS Privacy Regulations. Bidder must develop and implement a system of sanctions for any employee, subcontractor or agent who violates this Contract or the HHS Privacy Regulations. The PHI shall be and remain the resources of the state agency/covered entity. Bidder agrees that it acquires no title or rights to the information, including any de-identified information, as a result of this Contract. Bidder agrees that the state agency/covered entity has the right to immediately terminate this Contract if the state agency/covered entity determines that Bidder has violated a material term of this HIPAA Compliance Agreement above.

## **APPENDIX VII – SYSTEM REQUIREMENTS QUESTIONNAIRE (Part 1)**

The following is a list of features that HCC would consider important in a Totally Digital Multi-Media Learning System. The vendor is required to provide one of the following assessments in the columns to the right of each specification.

- Y      Full Capability  
 N      No (or partial) capability to support this function (explain on separate sheet)  
 D      Under Development (provide anticipated release date)

- Vendors who indicate “Full Capability” must be able to demonstrate that the item is in production at colleges and/or universities of equivalent size and demographics.
- Vendors must be able to deliver system and begin implementation within 2 weeks of award of bid.
- Vendors should also include a summary to detail their strengths in meeting the requirements on a separate sheet.

|                                                                                                                                                                                                                      | Y | N | D |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| <b>1) SYSTEM NETWORKING &amp; OPERATION REQUIREMENTS</b>                                                                                                                                                             |   |   |   |
| <b>The proposed system must ideally:</b>                                                                                                                                                                             |   |   |   |
| Operate on HCC's local area network (LAN)                                                                                                                                                                            |   |   |   |
| Have the capability to include participants from other campuses over the HCC's wide area network (WAN) or storage area network (SAN)                                                                                 |   |   |   |
| Enable classes to be conducted in multiple locations, and students participating in class sessions from remote locations must have the same interactive functionality as local students                              |   |   |   |
| Be fully functional to allow teacher control functions of student recorders (in the lab) for off campus student participation and interaction with teacher's classes.                                                |   |   |   |
| Operate on Windows-based networked PCs.                                                                                                                                                                              |   |   |   |
| Required no underlying additional infrastructure or proprietary wiring.                                                                                                                                              |   |   |   |
| Require no additional software or any interface hardware such as “black boxes.”                                                                                                                                      |   |   |   |
| Allow for all audio communication between teachers and students to be transmitted as Audio Voice-Over-IP (VoIP) via standard Transmission Control Protocol (TCP/IP).                                                 |   |   |   |
| Include a compression scheme for voice in order to provide lower bit rates for each channel of audio to reduce the amount of data transmitted over the network while maintaining the highest level of audio quality. |   |   |   |
| Optimize digital technologies used by system to reduce bandwidth requirements and minimize impact on the network.                                                                                                    |   |   |   |
| Company Name _____                                                                                                                                                                                                   |   |   |   |
| Authorized Signature _____                                                                                                                                                                                           |   |   |   |

|                                                                                                                                                                                                                                                                    | Y | N | D |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| <b>2) FUNCTIONAL REQUIREMENTS</b>                                                                                                                                                                                                                                  |   |   |   |
| <b>The proposed system must demonstrate the ability to:</b>                                                                                                                                                                                                        |   |   |   |
| Display at startup a splash screen that advises the teacher that initialization procedures have begun, as well as the software name, version number, and copyright information.                                                                                    |   |   |   |
| Initialize all preset System Configuration items including all default User Options and View menu settings.                                                                                                                                                        |   |   |   |
| Provide password-protection capability, using standard Windows dialog prompts. The system must require the correct password before operations can continue.                                                                                                        |   |   |   |
| Allow a teacher to suspend any System function of the software.                                                                                                                                                                                                    |   |   |   |
| Shut down the system using all standard procedures for exiting Window applications, including reminder save prompts.                                                                                                                                               |   |   |   |
| Allow the instructor to leave student's companion software running so they may continue to work on their own.                                                                                                                                                      |   |   |   |
| Display on the instructor screen available system functions, number of student stations attending and attempting to attend a class, status of all connected student stations, and time-of-day clock that can also function as an alarm clock and count-down timer. |   |   |   |
| Automatically save student recordings with an automatic recording identifier.                                                                                                                                                                                      |   |   |   |
| Digitize and save audiocassette material.                                                                                                                                                                                                                          |   |   |   |
| Does the proposed system allow the instructor to perform the following?                                                                                                                                                                                            |   |   |   |
| 1. Monitor student PCs in real time                                                                                                                                                                                                                                |   |   |   |
| 2. Send screens and selected files                                                                                                                                                                                                                                 |   |   |   |
| 3. Automatically open (launch) files on student PCs                                                                                                                                                                                                                |   |   |   |
| 4. Pair or swap student PC screens                                                                                                                                                                                                                                 |   |   |   |
| 5. Allow students to communicate via real time text (instant messaging)                                                                                                                                                                                            |   |   |   |
| 6. Display text notes on student screens                                                                                                                                                                                                                           |   |   |   |
| 7. Lock students' keyboard and mouse                                                                                                                                                                                                                               |   |   |   |
| 8. Disable students' desktop and taskbar                                                                                                                                                                                                                           |   |   |   |
| 9. Select and send files (audio, video, text, MIDI, etc)                                                                                                                                                                                                           |   |   |   |
| 10. Close student files                                                                                                                                                                                                                                            |   |   |   |
| 11. Lock files on student PCs                                                                                                                                                                                                                                      |   |   |   |
| 12. Collect, identify and store student recordings, files etc.                                                                                                                                                                                                     |   |   |   |
| 13. Control internet access, browsing etc.                                                                                                                                                                                                                         |   |   |   |
|                                                                                                                                                                                                                                                                    |   |   |   |
| Company Name _____                                                                                                                                                                                                                                                 |   |   |   |
| Authorized Signature _____                                                                                                                                                                                                                                         |   |   |   |

## **APPENDIX VII – SYSTEM REQUIREMENTS QUESTIONNAIRE (Part 2)**

Please provide the following information. Explain your answers completely and in detail.

1. Does your system require proprietary PCs or other hardware?
2. How many years has your company been in business?
3. How many years has your company been dedicated to educational language labs?
4. Describe in detail your system's class management functionality, including class sizes, student sign-in and sign-out procedures, individual student assignment and group assignment abilities.
5. Describe in detail your system's student file/database capabilities, including student name, log-in identification number, school year, attendance information, test scores, average test scores, and other notes. How is that information displayed on the roster? How are the files saved? Can this information be updated manually and stored automatically? Searchable? Explain.
6. Describe in detail your system's instructor-student communication functionality. Does it give the instructor the capability to speak to the entire class, a select group of students and /or individual students as need be? Does it allow the instructor to anonymously listen to students individually or in groups? Does it allow for the instructor to pair student for conversation practice or demonstration? Explain.
7. Describe in detail the teacher's console that would accompany or be a part of your system. Does it come with its own stand, desk or lectern? Does it come with a PC fully loaded with the software components of your system? A display or monitor? Special audio or visual recorders or playback devices? Are there any components that HCC should expect to provide separately? Which components?
8. Describe in detail your system's instructor' control functions, including remote recording of student units, student microphone turn-off, monitoring and control of student PCs, ability to select and send audio, video, text and other files, etc. What information from each student station is displayed on the teacher's console? How are files saved? Include a complete list and brief description of all system abilities and functions related to this component of the system.
9. Describe your system's audio specifications, including transmission protocol, bit rates, bandwidth requirements, etc.
10. Describe your system's video specifications for distributing teaching materials, digital files, etc.

11. Describe your system's recorder and playback specifications. Does your system use digital audio WAV files? Can student recordings be downloaded to and played by a third party MP3 player or similar device? Do the downloaded recordings include both input and output? Include a brief description of all basic functions available (Stop, Play, Rewind, Repeat, Fast Forward, Volume, Help, Call Teacher, etc.)
12. Describe in detail your system's student testing and analysis functions.
13. Provide a complete list of any peripheral hardware, components or accessories that would be included with the proposed system, including but not limited to complete descriptions (including types and quality) of headphones and microphones and the quantities of each included with the cost of the system.
14. Describe in detail any sound card or equivalent device needed with the system and explain whether or not the system requires the use of proprietary sound cards.
15. Describe whether or not the system allows for installation of student software on student's computers without additional licensing requirements.
16. Describe any optional features or functions that may or would be available to HCC at a later date or as upgrades.
17. Describe your system's ability or capability to allow instructors to customize or create their own training programs. How much help or assistance is available from your company (instructions, examples, templates, etc.)?
18. Describe whether or not teacher software may be installed in additional PC's without purchasing additional licenses so that multiple classes may be taught simultaneously.