

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: June 15, 2020

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RFP No. 021-C-2020 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement shall receive proposals for the work described below. Proposals shall be received no later than **Wednesday, July 15, 2020 at 4:30 p.m.** Atlantic Standard Time via **Electronic Submission ebids_proposals@dpp.vi.gov**.

DESCRIPTION OF WORK:

Purchase and Install Video Conferencing at Various Public Schools in the Territory.

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement shall appoint a Selection Committee to assist in the evaluation and selection of at least one or multiple Contractors. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee shall select for discussions from the firm(s) or person(s), in order of preference, those firm(s) or person(s) **deemed to be most highly qualified to provide the services herein required.** Discussions shall be conducted successively and severally with the firm(s) or person(s) so selected on the anticipated concepts for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria shall include **(i)** Professional qualification, registration and general reputation of principals of the firm(s) or person(s); **(ii)** the extent to which the firm(s) or person(s) specialize in or has provided services of a type and scope similar to the hereunder; **(iii)** familiarity with the location (s) in which services shall be performed; **(iv)** capability of meeting schedules; and **(v)** quality of performance on other similar projects. **Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience and (d) References. The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews.**

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm(s) or person(s) with whom contracts shall be negotiated.** The Commissioner of DPP, with the assistance of the Selection Committee, shall attempt to negotiate contracts with such firm(s) or person(s). The Government intends to award more than one respondent to support this effort.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm(s) considered to be the most qualified, at a price the Commissioner determines to be fair and reasonable to the Government, negotiations with those firm(s) shall be formally terminated. Negotiations shall continue with other the selected firm(s) until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-021-C-2020 (P)- Purchase and Install Video Conferencing at Various Public Schools in the Territory.

Information provided in the scope of service is to be used only for purposes of preparing a proposal. It is further expected that each bidder shall read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. An award (s) will be made to the most **responsive and responsible** bidders whose offer, conforming to the solicitation, provides the Lowest Price Technically Acceptable. **The order of importance for this proposal is: (a) Project Approach (b) Qualifications (c) Experience and (d) References.**

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work shall receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Ms. Dynell R. Williams** at dynell.williams@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following supply/service: **RFP-021-C-2020 (P)- Purchase and Install Video Conferencing at Various Public Schools in the Territory.**

C. PROPOSED SCOPE OF SERVICES:

See attached provided by the Virgin Islands Department of Education.

D. TIMETABLE

1. Last day for request for written clarification will be **Wednesday, July 1, 2020 at 12:00 noon** Atlantic Standard Time.

2. Proposals shall be accepted by Department of Property & Procurement, no later than **Wednesday, July 15, 2020 at 4:30 p.m.** Atlantic Standard Time via **Electronic Submission: ebids_proposals@dpp.vi.gov**.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit proposal no later than **Wednesday, July 15, 2020 at 4:30 p.m.** Atlantic Standard Time via **Electronic Submission: ebids_proposals@dpp.vi.gov**.

They shall be addressed to:

Anthony D. Thomas
Commissioner
Property & Procurement
3274 Estate Richmond
Christiansted, Virgin Islands 00820

CONFIDENTIAL SUBMISSION

RFP-021-C-2020 (P)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

The bidder shall be responsible for their bid submission before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Ms. Dynell R. Williams**. GVI shall not respond to questions received after the above established date. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the scope of work shall be made in writing to all prospective providers. Oral explanations shall not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI shall be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI shall notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, shall disqualify the applicant and the proposal shall be deemed as non-responsive.

1. Introductory letter about the applicant:
 - a. Name, address, email and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization with resumes.
 - c. Number of staff available for project. (Local & Off-Territory)

- d. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or Qualification (Limited Partnerships), if applicable.
 - e. Copy of Certificate of Resolution/ Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
 - f. Copy of valid Business License for services being advertised must be submitted within proposal.
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
- a. Provide listing of Sub-contractors that shall be retained for this project including contact information.
 - b. Provide what percentage of work will be sub-contracted. The work performed under this contract by sub-contractors shall not be more than thirty percent (30%) combined.
4. Project experience:
- a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: 3 letters minimum as well as notarized written consent from each authorized representative which must include: name; telephone number; and email address.
6. Project Approach:
- a. Narrative description of your approach to this project and any unusual aspects or challenges you foresee with this project.
 - b. *See also attached requirements outlined in scope provided by the Virgin Islands Department of Education.*
7. **Cost: Itemized Cost Proposal for proposed services.**
4. Insurance Requirements: The cost of which shall be borne by the Contractor and maintained fully during the term of the contract.
- a. **Certificate of Government Insurance** (Workmen's Compensation):
 - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.

b. Comprehensive General Liability Insurance:

- ii. Respondent shall carry comprehensive general liability on an occurrence form with no “x, c, or u” exclusions with the following minimum limits:
 - 1. Each occurrence- \$1,000,000.00
 - 2. Damaged to rented premises-\$50,000.00
 - 3. Medical Expenses- \$5,000.00
 - 4. Personal & Adv Injury-\$1,000,000.00
 - 5. General Aggregate-\$2,000,000.00
 - 6. Products-Completed Ops. Aggregate- \$2,000,000.00
- iii. General Aggregate shall apply on a policy basis.
- iv. Respondent shall provide a Certificate of Insurance reflecting required coverage.
- v. If awarded, the Contractor shall provide proof of adding the Government as an additional insured.

c. Commercial Automobile Liability (when applicable):

- vi. Respondent shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:
 - 1. Combined Single Limit - \$1,000,000.00
- vii. Respondent shall provide a Certificate of Insurance reflecting required coverage.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person (s) or firm (s).

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License pursuant to Title 31 V.I.C. Chapter 23 § 236 (g) which states that all prospective bidders when submitting a bid “has been licensed for at least one year by the Department of Licensing and Consumer Affairs to do business in the Virgin Islands”. A current hard copy of a valid Virgin Islands Business License must be submitted

within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD SHALL RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

M. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

1. See Attached.

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.



OPCMR

MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

This list applies to all contracts, amendments and exercises of renewal options. All supporting documents must be submitted for every contract, amendment or renewal of a contract.

1. Current VI Business License (to conduct activity covered by contract being pursued); and/ or copy of a current business license issued by a state. IRS 501(c)(3) certification letter required for non-profit corporations.
2. Proof of Commercial General Liability Insurance with the Government of the Virgin Islands as Certificate Holder and Additional Insured as indicated on Endorsement (policy number on endorsement must match policy number on certificate). An endorsement that explicitly names the Government of the Virgin Islands as an additional insured is required– blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted)
3. Proof of Worker’s Compensation Coverage/ Government Insurance Coverage
4. Sam.Gov Registration
5. Proof of Professional Liability Coverage with Government of the Virgin Islands as Certificate Holder for professional services contract. Professional services include but are not limited auditing and accounting firms, doctors, lawyers, architectural and engineering services, consulting, marketing firms. Professional liability (also known as errors and omissions/ malpractice insurance) is required only for professional services contracts where the Government will rely on the advice and services of the Contractor in its decision making processes OR where the government can suffer harm/ losses from faulty performance of the services from the quality of the contractor’s work.
6. **Corporations (Inc., Corp, Co., Corporation)**
 - a. Articles of Incorporation (and applicable amendments)
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Good Standing (valid from July 1st thru June 30th)
 - d. Corporate Resolution on company letterhead (signed/ attested & dated by corporate secretary authorizing signatory)
7. **Limited Liability Company (LLC)**
 - a. Articles of Organization (and applicable amendments)
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Good Standing (valid from July 1st thru June 30th)
 - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
8. **General Partnerships**
 - a. Partnership agreement (if it exists)
 - b. Memorandum authorizing signatory signed by all partners or secretary if one exists (valid for two years)
 - c. Tradename Certificate if company uses a tradename (valid for two years)
9. **Limited Partnerships (L.P/ LLP/ LLLP)**
 - a. Certificate of Limited Partnership or Statement of Qualification for LLP/LLLP
 - b. Tradename Certificate if company uses a tradename (valid for two years)
 - c. Certificate of Good Standing (valid from July 1st thru June 30th)
 - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
10. **Sole Proprietorship**
 - a. Tradename certificate if a tradename is used (valid for two years)

Note: Documents listed in Nos. 1-4 above are required for all contractors. Documents listed in No. 5 apply to professional services contracts only. Documents listed in Nos. 6-9 are specific to each organization type, and are required in addition to the documents listed in Nos. 1-4 and 5 (if applicable). If a contractor is not performing work in the Virgin Islands and do not require local documents, agency has an obligation to verify expiration dates of all documents in the applicable state. Do not submit expired documents to DPP.



**REQUEST FOR PROPOSALS (RFP) FOR
INSTALLATION, SETUP, CONFIGURE, and TRAINING
OF
VIDEO-CONFERENCING EQUIPMENT
ST. THOMAS/ST. JOHN & ST. CROIX SCHOOL DISTRICTS**

GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The Virgin Islands Department of Education (VIDE) seeks qualified service provider(s)/vendor(s) (also referred to as proposers) with the knowledge, experience, and expertise to provide all things necessary to purchase, install, and maintain, video-conferencing equipment at twelve (12) public schools and activity centers in the St. Thomas/St. John and St. Croix School Districts.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number	ST. CROIX SCHOOL DISTRICT	Number
Schools	12	Schools	13
Elementary Schools	7	Elementary Schools	8
Middle Schools	2	Junior High	3
Junior High School	1	High School	2
High Schools	2		
Programs	3	Programs	3
Day Adult Program	1	Adult Ed	1
Skill Center	1	Alternative Ed	1
Alternative Ed Program	1	Career and Technical Ed	1
Total Schools and Programs	15	Total Schools and Programs	16
Number of Students	5,375	Number of Students	5,382
BOTH DISTRICTS			
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS			25
TOTAL NUMBER OF PROGRAMS			6
TOTAL NUMBER OF STUDENTS			10,757
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS			1,124

On the island of St. John, one (1) school serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Division of Operations-Office of Instructional Technology has been designated and will serve as the DOE liaison on this project.

C. ADMINISTRATIVE STRUCTURE

Honorable Racquel Berry-Benjamin, Commissioner heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Honorable Anthony D. Thomas, Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. DOE's Division of Procurement will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

D. CONTRACT TYPE

The contract awarded under this RFP will be for professional services. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of one (1) year with the Government having two (1) one-year options for the purpose of maintenance services only.

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.

- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

G. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

H. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

I. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

J. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain, and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

K. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive

Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government’s needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated by equipment/material costs, shipping, connection costs, removal labor, and installation labor more clearly delineated in Attachment A- Itemized Bid Sheet

L. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT”.

II. SCOPE OF SERVICES

A. Purchase: VIDEO-CONFERENCING EQUIPMENT

VIDE is requesting pricing for installing and setup of 12 video-conferencing units in schools and eligible sites (VIDE schools and offices):

<i>School/Site Name</i>	
St. Thomas/ St. John District	
1	Yvonne E. Milliner-Bowsky Elementary School
2	Bertha C. Boschulte Middle School
3	Addelita Cancryn Junior High School
4	Charlotte Amalie High School
5	Ivanna Eudora Kean High School
6	St. Thomas Department of Education (Main Complex)
St. Croix District	
1	Pearl B. Larsen K-8 School
2	Ricardo Richards Elementary School

3	John H. Woodson Junior High School
4	St. Croix Educational Complex High School
5	St. Croix Central High School
6	St. Croix Curriculum Center

Item Listing and Equipment Specification

Category	Criteria	Mandatory / Optional	Qty
A. Equipment	Educational Video Conferencing Cart with display, camera, codec and microphone included.	M	12
Display	55" LED flat display or higher	M	12
Cart	Structural support for the included display	M	12
	Adjustable height	M	-
	2 x powered speakers with 60W or higher	M	-
	Casters for portability	M	-
Video Quality And Interoperability	Support High Definition (HD) 1080p at 60 fps	M	-
	Support High Definition (HD) 1080p at 30 fps	M	-
	Support High Definition (HD) 720p at 60fps	M	-
	Support High Definition (HD) 720p at 30fps	M	-
	Support H.323 and SIP protocols, up to 6 Mbps.	M	-
	Support the following standard video protocols: H.263 and H.264	M	-
	Support H.264 High Profile standard protocol for lower bandwidth consumption.	M	-
	Support for Microsoft Office 365 integration with Skype for Business and Teams	M	-
Camera	1 x HD 1080p PTZ camera with 12X zoom or higher	M	12
	Ability to support inverted camera mounting	M	-
	Ability to control the PTZ camera with the remote control provided	M	-
Audio Quality and Interoperability	Support the following audio protocols: G.711, G.722, G.722.1, G.728, G.729A, with up to 22KHz stereo audio.	M	-
	Automatic gain control Automatic noise suppression Keyboard noise reduction Noise Block technology Live music mode Instant adaptation echo cancellation Audio error concealment Lost Packet Recovery for audio	M	-

Content Sharing	Support content sharing via H.239/H.323 and BFCP/SIP.	M	-
	Ability to share content up to 1080p60	M	-
	Ability to share content up to 720p30	M	-
	Ability to connect a laptop or device for content sharing through a VGA / HDMI cable.	M	-
	Ability to send content wirelessly through application from paired laptop.	M	-
	Ability to use secondary monitor connected to the codec as an “Electronic Whiteboard” to make annotations on the content or use as a white/black board.	O	-
Security	Media Encryption (H.323, SIP): AES-128, AES-256.	M	-
	H.323 H.235.	M	-
	SIP TLS.	M	-
	FIPS 140-2 validated encryption.	M	-
	Administration via SSH and HTTPS.	M	-
Video Inputs	1 x High Definition Camera Interface with PTZ support	M	-
	1 x HDMI	M	-
	1 x VGA	M	-
Video Outputs	2 x HDMI	M	-
Audio Inputs	1 x microphone input port, supporting up to 4 microphone arrays in total	M	-
	1 x High Definition Camera Interface with audio support	M	-
	1 x Analog 3.5mm or RCA		-
	1 x HDMI	M	-
Audio Outputs	1 x HDMI	M	-
	1 x Analog 3.5mm or RCA	M	-
Other Interfaces	2 x USB 2.0 1 x RS-232	M	-
3rd Party Integration	Integration with Microsoft Office 365 Skype for Business and Teams. If gateway required provide at least 3 years of service.	M	-
	Native Microsoft Exchange calendar integration for room scheduling and reservation.	M	-
Accessories to include	Table microphone array with 360 degree and up to 6 feet coverage.	-	12
	Ceiling microphone array with 360 degree and up to 12 feet coverage.	-	0
	PoE (Power over Ethernet) 10” Touch Control Interface.	-	0

	Camera mounting bracket for wall, flat screen or tripod installation.	-	0
Licenses to include	Skype for Business integration license.	M	12
	Internal Multipoint License.	O	0
	1080p Resolution License.	M	12
B. Installation and Setup	Installation and setup of video-conferencing units in twelve (12) schools and eligible sites	M	12
C. Maintenance Services	One (1) Year 24x7 technical support services to include software upgrades and advanced replacement in case of hardware failure.	M	12
Shipping and Handling	Shipping and delivery directly to the VIDE Procurement Warehouse(s) on St. Croix and St. Thomas. Contractor shall be responsible for all duties and fees associated with this purchase	M	

B. Installation and Setup of Equipment:

Installation should be completed within 3 to 8 months upon receipt of items. VIDE is requesting pricing for installing and setup of video-conferencing units at twelve (12) schools and eligible sites. Pricing should include all required materials; hardware, software, cables, training, and warranty.

C. Maintenance Services

The selected Contractor shall provide one (1) year 24x7 technical support services to include software upgrades and advanced replacement in case of hardware failure.

D. Training:

The selected contractor shall ensure at least one (1) day of training of use of equipment is provided to VIDE technicians and one (1) day for other personnel prior to or upon completion of installation in each school district. All training manuals and supporting material for the equipment must be delivered to VIDE in hard copy form as well as electronic form coordinated between VIDE and the selected contractor.

Project Documents: The selected contractor shall submit a copy of the proposed installation, setup and designs before beginning services. The itemized design solution will list by location, (i.e. communications closet, etc.), all equipment required to complete all installation. In addition to the itemization, a consolidated component list specifying the quantity, description, part number, unit cost, extended cost, and total cost for the project must be included. The itemized design solution must be submitted to VIDE in electronic format. VIDE and the selected contractor will coordinate on type(s) of electronic format.

Defective Equipment: If any/all equipment is found to be defective upon purchase or not in compliance with specifications of contract, it is the responsibility of the vender to supply VIDE

with replacement equipment according to the specifications of the contract at no additional cost to VIDE. Also, all warranty information for each equipment must be submitted prior to installation and registered with the source vendor for VIDE to use within the timeframe of any warranty of defective equipment

Warranty: The selected contractor shall fully guarantee the cost of equipment, parts and labor (except for abusive or operator incurred damage which could have been avoided by referring to instructional manual) for the manufacturer's warranty period (2 years). Any options to purchase an extended warranty from the manufacturer should be described in the proposal.

Deliverables

The selected contractor must deliver to DOE:

1. Electronic/PDF copy of the items' Manufacture's Installation and Maintenance Manual/s of newly purchased Video Conferencing equipment.
2. Certificate of Completion for each equipment installed
3. A total of four (4) day on training of use of equipment provided to: one (1) day for VIDE technicians and one (1) day for other personnel in each school district prior to or upon completion of installation.
4. The selected contractor shall submit a copy of the proposed installation, setup and designs before beginning services. The itemized design solution will list by location, (i.e. communications closet, etc.), all equipment required to complete all installation. In addition to the itemization, a consolidated component list specifying the quantity, description, part number, unit cost, extended cost, and total cost for the project must be included. The itemized design solution must be submitted to VIDE in electronic format. VIDE and the selected contractor will coordinate on type(s) of electronic format. The selected contractor shall submit a copy of the proposed installation, setup and designs before beginning services. The itemized design solution will list by location, (i.e. communications closet, etc.), all equipment required to complete all installation. In addition to the itemization, a consolidated component list specifying the quantity, description, part number, unit cost, extended cost, and total cost for the project must be included. The itemized design solution must be submitted to VIDE in electronic format. VIDE and the selected contractor will coordinate on type(s) of electronic format.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than five hundred thousand dollars and zero cents (**\$500,000.00**) for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (8) System for Award Management (SAM) certifying the Contractor’s’ eligibility to receive contract awards appropriated with federal funds; www.sam.gov.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract