



**WALLACE STATE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
RFP # 20-2024 3D Simulation Development Access**

Date: May 15, 2024

To: Prospective Vendors

Re: **RFP # 20-2024 3D Simulation Development Access**

Sealed proposals will be received in the college Business Office located on the 10th floor of the Bailey Center, until 1:00pm CST, May 29, 2024. Sealed proposals will be publicly opened and read in the Bailey Center 10th floor conference room. Please be aware that Hanceville is a rural area and delivery of proposals by carriers is not guaranteed by 1:00pm.

Please see specifications for complete information on items requested. If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. Attachment hereto is a part of the proposal and must be signed by the vendor. No prices shall include State or Federal Excise Taxes. No errors will be corrected after proposals are opened. All proposals must be legible, pencil not acceptable. FAX proposals are not allowed. All vendors must use our form and show on the envelope **THIS IS A SEALED PROPOSAL**. The original proposal must be submitted. You may keep a copy for your files.

The College reserves the right to accept or reject all proposals, or any portion thereof. If you have any questions, please contact Mckenna Denney at mckenna.denney@wallacestate.edu.

A handwritten signature in blue ink that reads "Mary Helen Ingram".

Mary Helen Ingram
Chief Financial Officer

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SECTION I: INTRODUCTION

Wallace State Community College is seeking proposals from qualified and experienced companies to provide simulation development access for our Diesel by Distance Program.

SECTION II: PURPOSE OF RFP

The purpose of this Invitation for Proposals (IFP), per the scope of services listed below, is to seek a company to provide simulation development access for Wallace's Diesel by Distance program

Proposals will be evaluated based on the following criteria:

1. Quality of simulation: we will be evaluating proposals based on the specific simulation assets provided in the product. The products must provide a realistic, immersive experience for the user. Tools, equipment, and locations should mimic their real-world counterparts.
2. Cost: cost of 40 3D simulation development and annual licensing fee.
3. Evaluation of the lesson/lab materials provided by the firm.

SECTION III: SCOPE OF SERVICES

The selected firm will be responsible for providing the following to the Diesel by Distance program:

1. Application or licenses for use of the 3D simulations –the intellectual property will be considered property of Wallace State Community College after simulation development.
2. Development of specific simulations
3. Ability to use in multiple devices – desktop, laptop, mobile or VR headset
4. Ability to merge with the Canvas learning management system
5. Hardware and software technical support for staff and students throughout contract
6. Student product usage and progress tracking available through dashboard
7. Product simulations must provide a realistic, immersive experience for the user, tools, equipment, and locations should mimic their real-world counterparts
8. Provide support services to the designated faculty/staff of the Diesel by Distance Program
9. Provide access to simulation experiences via application download or software license
10. Provide ongoing training to team on using the software
11. Maintain communications with Wallace State Community College
12. Assist with troubleshooting and updating of software as needed
13. Firms must be available for monthly in-person progress reviews by request at Wallace State Community College and at no cost to Wallace State Community College
14. Instructor materials, curriculum, and laboratory manuals will be provided for each trainer in electronic and printable format.

All simulations to be developed are listed below with the delivery date they must be delivered by.

Breakdown of cost per simulation preferred.

To be delivered by August 31, 2024

1. Oil and Filter Service (DEM 105)
2. Fuel and Air System Filter Service (DEM 105)
3. Fundamental Analysis - Air Distribution System (DEM 122)
4. Fundamental Analysis - Valve Arrangement (DEM 122)
5. CAM Brake Replacement (DEM 122)
6. Wheel Ends (DEM 122)

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7. Tie Rod End Replacement (DEM 135)
8. Remove & Replace Steering Linkages (DEM 135)
9. Kingpin Assembly Inspection (DEM 105)
10. Drive Train Inspection (DEM 105)
11. Turbocharger, Exhaust Manifold and Thermostat Housing Removal & Disassembly (Exhaust System Removal) (DEM 104)
12. Air Intake, EGR and Crankcase Ventilation Removal (DEM 104)
13. Valve Train, Valve Camshaft, Injector Camshaft and Cylinder Head Removal & Disassembly (Cylinder Overhaul) (DEM 104)
14. Cylinder Liner and Head Valve Protrusion Tests (DEM 126)
15. Valve and Injector Adjustments (DEM 104)
16. Timing and Backlash Procedure Part 1 (DEM 126)
17. Timing and Backlash Procedure Part 2 (DEM 126)
18. Crankshaft End Play Measurement (DEM 126)
19. Piston Assembly and Measurement (DEM 126)
20. Piston and Bearing Installation (DEM 104)
21. Identification: Parts of a Truck (DEM 105)
22. Identification: Tools of the Diesel Trade (DEM 105)
23. Pre-Drive Check List (DEM 154)
24. DOT Inspection (DEM 105)
25. Freon R&R (DEM 137)
26. Pressure Switches (DEM 137)
27. A/C Compressor (DEM 137)
28. A/C Condenser (DEM 137)
29. Expansion Valve (DEM 137)
30. Electronic Control Units (DEM 234)

To be delivered by April 1, 2025

1. Intro to Hydraulic Systems (DEM 123)
2. Hydraulic Pumps (DEM 123)
3. Intro to Diesel Emissions and Aftertreatment Systems (DEM 139)
4. Exhaust Gas Recirculation (DEM 139)
5. Diesel Oxidation Catalyst (DEM 139)
6. Diesel Particulate Filter (DEM 139)
7. Selective Catalyst Reduction (DEM 139)
8. Diesel Exhaust System (DEM 139)
9. Clutch (DEM 125)
10. Differential (DEM 125)

These licenses and simulations are supported in part by the Department of Labor, WORC project – “Diesel by Distance – MI35521” and the National Science Foundation – “Developing and Implementing Hybrid Instruction to Increase the Access of Women and Adult Learners to Diesel Technology Training”. 100% of the total costs of the Diesel by Distance Project are financed with federal funds awarded through a \$1,500,000 grant from the U.S. Department of Labor Employment and Training Administration (DOL-ETA) through the Workforce Opportunity for Rural Communities program. This work was supported by The National Science

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Foundation under ATE Grant DUE #2100297 in the amount of \$279,336 awarded to Wallace State Community College-Hanceville. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

SECTION IV: PROPOSAL REQUIREMENTS:

The proposal should include the following:

1. A brief overview of your company, including its history, experience with similar clients, and relevant qualifications.
2. Details of the specific services your firm will provide to Wallace State Community College related to Simulation Development services (including day/time availability of services, and the delivery method of services available)
3. A timeline for the proposed services, including estimated completion dates for key milestones.
4. A detailed breakdown of the Curriculum Catalog options to include pricing for each. Please include any assumptions made and any contingencies on which your stated billing structure is based.
5. A listing of 3 references for whom you have provided similar services including entity's name, contact person, title, address, and telephone number.
6. Any additional information deemed important in assessing your companies' ability to provide the services requested.
7. A certificate of insurance to include professional liability coverage. A selected responder shall be required to have the ACCS and its member institutions named as additional insureds on its general and professional liability policies.

SECTION V: PROPOSAL SUBMISSION:

Wallace State Community College will select based on completeness and clarity of the proposal, understanding of the scope of work, prior experience, references, fees, and other factors which in the judgment of Wallace State Community College staff might have an impact to the provider's ability to provide services to Wallace State Community College. In order to submit a response, Responders must read and follow all instructions, terms, conditions, and specifications of this RFP.

1. Responses must be received by May 29, 2024, by 1:00 p.m. (CST) at:
Wallace State Community College
Attention: Mary Helen Ingram, CFO
801 Main Street, NW Hanceville, AL 35077
PO Box 2000 (35077-2000)
Late responses will not be accepted.
2. Responses may be submitted or delivered by regular mail or postal service, express or courier service, or hand delivery within a single, sealed envelope or package, where the outside clearly identifies the Vendor Name, Sealed RFP # 20-2024 3D Simulation Development Access, and Deadline to Respond of May 29, 2024, at 1:00 p.m. Central Standard Time. Email and faxed responses are not accepted.
3. It is the proposer's sole responsibility to ensure delivery in the Fiscal Office by the deadline. Wallace State Community College does not accept late responses for any reason including those due to postal or courier service delay.

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4. Wallace State Community College requires an original exact copy of the signed response to include any required addendum(s) and documentation.
5. An authorized officer of the proposer must sign all proposals in ink and obtain proper notarization; failure to do so will result in rejection of response.
6. Any further information or interpretation of the services requested must be submitted to McKenna Denney at mckenna.denney@wallacestate.edu.

SECTION VI: PROPOSER'S RESPONSIBILITY

A proposer, by submitting a Proposal, represents and understands that:

1. The proposer is familiar with the conditions under which the services defined in this RFP must be performed. The proposer possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the College; and
2. The proposer shall be solely responsible for all services provided. It is the responsibility of the proposer to verify the completeness of the requirement and its suitability to provide the services described in this RFP.

SECTION VII: GENERAL TERMS

1. All responses become a matter of public record at award. The College accepts no responsibility for maintaining confidentiality of any information submitted with a response whether labeled confidential or not.
2. Wallace State Community College reserves the right to reject any or all responses and to waive informalities in the best interest of the College. Wallace State Community College reserves the right to not make any awards and re-issue this RFP at any time if it serves the College's best interest.
3. The successful proposer shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
4. The successful proposer shall be required to complete a State of Alabama Disclosure Statement. Alabama Act# 2001-955 requires the disclosure statement to be completed and filed with all proposals, responses, contracts, or grant proposals to the State of Alabama in excess of \$5,000.
5. All selected vendors are required to complete the Alabama Immigration Law Compliance documents and IRS Form W-9.
6. Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your response. To enroll in the E-verify program visit <https://www.e-verify.gov/myeverify>.
7. Wallace State Community College reserves the right, for its convenience and without cause or penalty, to terminate any contract for services at any time with 30 days written notice. This provision may not be changed by subsequent contract.
8. Notwithstanding any other provision in this RFP, the proposing vendors acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
9. RFP prices are not to include tax. Tax exemption certificate furnished upon request.

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10. All RFP must be notarized.
11. RFP prices are to remain in effect from award date May 29, 2024 through May 28, 2025. The contract is for one year and may be extended for a period of two additional years if no changes are made in the specifications and/or pricing by the vendor. College and the vendor must agree in writing for the contract extension.
12. Items to be delivered to Wallace State Community College, 801 Main Street NW, Hanceville, AL 35077.
13. Any contract resulting from an award in connection with this RFP shall include the following terms:
 - a. This agreement shall be governed and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict of laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Alabama.
 - b. It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26.
 - c. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void.
 - d. Contractor understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.
 - e. By signing this agreement, the parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
 - f. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
 - g. In compliance with Act 2016-272, the parties hereby certifies that they not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
 - h. This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.
 - i. The Contractor shall provide all materials, supplies, workspace, personnel, and equipment that it deems necessary to perform the services provided for herein.
 - j. The relationship between the parties is that of independent contractors. Nothing contained herein shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

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PROPOSAL

All pages of this RFP must be submitted in a sealed envelope addressed to:

Mailing Address:

Mary Helen Ingram, CFO
Wallace State Community College
PO Box 2000
Hanceville, AL 35077

Physical Address:

Mary Helen Ingram, CFO
Wallace State Community College
801 Main Street NW
Hanceville, AL 35077

Mark the outside of the envelope as follows:

Sealed **RFP # 20-2024 3D Simulation Development Access**

Due Date: May 29, 2024 Time: 1:00PM

RFP will be received by the Business Office until the above date and time, then publicly opened and read aloud. No decision will be made at public opening.

RFP Certification:

With my signature I hereby affirm that I have complied with the proposal procedures as described in this RFP announcement and also affirm that I have not been in collusion with any other vendor or prospective vendor to restrain or otherwise avoid the competitive process.

Authorized Signature of Vendor

Company Name

Typed Name and Title of Vendor

DBA Name (if applicable)

E-mail Address

Address

Phone Number

City/State/Zip

NOT VALID UNLESS NOTARIZED

Sworn and subscribed before me this _____ day of _____ 20_____

Notary Signature

For report purpose only: Please check if minority owned business