REQUEST FOR PROPOSAL

Xavier University of Louisiana College of Pharmacy
Standardized Patient Program

DATE: August 13, 2014

Project Manager
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Procurement Lead
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KEY ACTION DATES

Release of RFP..........................................................August 13, 2014
Deadline for Questions.............................................August 22, 2014 (12:00 p.m. CST)
Bid Due Date............................................................September 2, 2014 (10:00 a.m. CST)
1. INTRODUCTION

In an effort to demonstrate mastery of skills necessary to achieve the program outcomes of the College of Pharmacy at Xavier University of Louisiana, the College wishes to install a simulation capture system for the Standardized Patient Program. Students are required to demonstrate communication skills while interacting with patients as well as demonstrate the ability to assess patient specific scenarios that they may encounter as a practitioner. The simulation system must allow for the video and audio capture of the standardized patient encounters as well as provide the opportunity for faculty to monitor the encounters in real time, remotely, if necessary, and during replay for grading purposes. Students must be able to access the videos for review and as part of the learning process to improve their performance.

2. INTENT

Xavier University of Louisiana (XULA) is seeking proposals from qualified vendors for the furnishing and installation of a turn-key comprehensive audiovisual and center management system for the College of Pharmacy’s Standardized Patient Program (COPSPP) in accordance with the specifications contained in this Request for Proposal (RFP).

The system used in the COPSSP program will manage all activities in the SP suite, including event and student scheduling, student testing and evaluation, video and audio capture, video streaming, remote monitoring and remote access review.

3. INSTRUCTIONS TO PROPOSERS

3.1 Issuing Office/RFP Questions

Xavier University of Louisiana’s Office of Facility Planning & Materials Management is responsible for this Request for Proposal. Any questions regarding this RFP are to be directed to Vincent Simmons, Xavier University Office of Technology by email to: vsimmons@xula.edu by 12:00 p.m. CST on Friday August 22, 2014. If questions asked materially affect the RFP specifications, all proposers will receive copies of the questions and responses as written addenda to the RFP without identification of the source(s) of the questions. It will be the responsibility of all proposers to contact Mr. Simmons prior to submitting a response to the RFP to ascertain if any addenda have been issued.
3.2 Bid Pricing

3.2.1 Pricing must include all applicable charges. This includes all direct and indirect costs necessary to fulfill the requirements of this RFP.

3.2.2 Additional fees, such as environmental fees, surcharges, and delivery fees, must be stipulated in the manner in which they will be assessed. (Example, a percentage, flat fee, or fixed amount).

3.3 Bid Due Date

Vendors must submit, via mail, two (2) signed hard copies of the proposal, complete with information on specifications and warranties to the Office of Facilities Planning & Management on or before **10:00 a.m., Tuesday, September 2, 2014**. Telephone, email for faxed proposals will not be accepted. Proposals received after the bid due date will be rejected.

4. METHOD OF AWARD

Award shall be made to the bidder whose proposal is determined to be the most advantageous to the University.

5. PROJECT OVERVIEW

To assist with pricing proposals, we have provided the following information:

- Reference design
- Room categorization

5.1 Pharmacy Simulation Rooms – 8 each

- *Local audio-visual*
  - One ceiling-mounted microphone to capture simulation audio for control room monitoring and recording purposes

- *Debriefing/recording system*:
  - One Non-HD camera mounted on the ceiling above consultation desk, positioned to capture student and Standardized Patient.
5.2 Pharmacy – 4 each
- Local audio-visual
  - One ceiling-mounted microphone to capture simulation audio for control room monitoring and recording purposes
- Debriefing/recording system:
  - One Non-HD camera mounted on the ceiling to monitor room activity.

6. SYSTEMS AND EQUIPMENT

6.1 SYSTEM DESCRIPTION – This section of the specification lists hardware to be furnished and installed at the Xavier University College of Pharmacy Standardized Patient Program Facility.

The Standardized Patient Simulation system will manage all activities in the simulation suite, including event and student scheduling; simulator data capture, storage, indexing, archival and management; student testing and evaluation; video and audio capture, routing and display; audio levels; video streaming; remote monitoring; file sharing and remote access review.

6.2 SYSTEM SPECIFICATIONS
- Enterprise solution package to support 12 cameras (minimum)
- 42U Enclosed Equipment Rack
- Application Server
- Video Capture Server(s) to support 12 cameras (minimum)
- Storage array with the capacity for up to 25,000 hours of video storage
- KVM Switch w/LCD monitor, keyboard and touchpad mouse
- Rack mounted UPS
- Rack mounted Power Distribution Unit (PDU)
- 48-Port PoE Switch
- Video Cameras – 12ea
- Pendulum Microphones – 8ea
- Digital Audio Kit
- Installation
- On-Site system training
- System Support and Maintenance