**Arkansas State University Mountain Home**

Purchasing Department

1600 S College Street

Mountain Home, AR 72653

**INVITATION FOR BID SOLICITATION DOCUMENT**

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| **SOLICITATION INFORMATION** | | | |
| Bid Number: | ASUMH RFP 2023-02 | Solicitation Issued: | July 28, 2022 |
| Description: | Development of a Gel Coating Virtual Reality Training Module |  |  |
| Agency: | Arkansas State University - Mountain Home |  |  |

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| **SUBMISSION DEADLINE** | | | |
| Bid Opening Date: | August 9, 20022 |  | 2:30 P.M. |
| Sealed bids must be delivered to Arkansas State University - Mountain Home Purchasing Office on or before the submission deadline. Bids received after the submission deadline shall be rejected as untimely. | | | |

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| **DELIVERY OF RESPONSE DOCUMENTS** | |
| Delivery Address and Bid Opening Location: | Arkansas State University - Mountain Home  Purchasing Office  1600 S College St  Mountain Home, AR 72653  Delivery providers, USPS, UPS, and FedEx deliver mail to ASUMH’s street address on a schedule determined by each individual provider. These providers will deliver to ASUMH based solely on the street address. **Prospective Contractors assume all risk for timely, properly submitted deliveries.**  **Telephone, email, and/or FAX responses to this bid will not be accepted.** |
| Bid’s Outer Packaging: | Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes.   * Bid number * Date and time of bid opening * Prospective Contractor's name and return address |

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| **ASUMH CONTACT INFORMATION** | | | |
| ASUMH Buyer | Christy Schaufler | Phone Number: | 870-508-6126 |
| Email Address: | purchasing@asumh.edu | ASUMH Website: | <http://www.asumh.edu> |

### SECTION 1 – REQUIREMENTS

**• *Do not*** *provide responses to items in this section unless specifically and expressly required.*

### 1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by Arkansas State University - Mountain Home (ASUMH) for Development of a Gel Coating Virtual Reality Training Module.

### 1.2 BID OPENING

1. The bid opening will be in the ASUMH Purchasing Office at the date and time specified in this solicitation document. All proposals shall be guaranteed and binding for a period of not less than sixty (60) days past the proposal opening date.

1. Proposal openings will be open to any interested proposing party and to the public. However, openings will serve only to open, read and record the receipt of each proposal. No discussion will be entered into with any vendor as to quality or provisions.

### 1.3 CLARIFICATION OF SOLICITATION

1. Submit any questions for clarification of information in this Bid Solicitation in writing via email to Christy Schaufler purchasing@asumh.edu.

* 1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.

* 1. Prospective Contractors written questions will be consolidated and answered by ASUMH as deemed appropriate. ASUMH’s written response will be posted to the ASUMH website and emailed to prospective bidders. If Prospective Contractor questions are unclear or non-substantive in nature, ASUMH may request clarification of question(s) or decline to answer.

1. The Prospective Contractor should notify the buyer of any term, condition, etc. that precludes the Prospective Contractor from submitting a compliant, responsive bid. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a bid.

1. Prospective Contractors may contact the buyer with non-substantive questions at any time prior to the bid opening.

1. An oral statement by ASUMH will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by ASUMH.

### 1.4 DEFINITION OF TERMS

Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.

1. “Prospective Contractor” means a responsible bidder who submits a Responsive Bid in response to this solicitation.

1. The terms “Invitation for Bid”, “IFB” and “Solicitation” are used synonymously in this document.
2. “Responsive Bid” means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.

1. “Bid Submission Requirement” means a task a Prospective Contractor must complete when submitting a bid response. These requirements will be distinguished by using the term “shall” or “must” in the requirement. “Requirement” means something required.

1. “Requirement” means a specification that a Contractor’s commodity must and/or service shall meet or exceed in the performance of its contractual duties under any contract awarded as a result of this IFB. These specifications will be distinguished by using the terms “shall” or “must” in the requirement.

1. “State” means the State of Arkansas. When the term “State” is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the Department using such a contract.

1. “ASUMH”, “ASUMH Tech Center”, or “the College” refers to Arkansas State University - Mountain Home.

### 1.5 SPECIFICATIONS

ASUMH is requiring the Development of a Gel Coating Virtual Reality Training Module as specified in Bid Form A at the end of this IFB.

**Substitutions will not be accepted, as this equipment is grant specified and funded.**

### 1.6 DELIVERY: FOB DESTINATION

Arkansas State University - Mountain Home

Physical Plant/McCurley Maintenance

Attn: Christy Schaufler

1600 S College St

Mountain Home, AR 72653

1. ASUMH requests delivery as soon as is possible after ordering. Extended delivery dates may be considered when in the best interest of the State.

1. All deliveries **must** be made during normal ASUMH work hours (Monday – Thursday, 8am – 4pm) and within the agreed upon number of days, unless otherwise arranged with the College. The Contractor **shall** give the College immediate notice of any anticipated delays that will affect the delivery requirement.

1. Loss or damage that occurs during shipping, prior to the order being received by the College, is the Contractor’s responsibility. All orders should be properly packaged to prevent damage during shipping.

1. The College assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the purchase order.

### 1.7 PAYMENT AND INVOICE PROVISIONS

1. All invoices **shall** be forwarded to the following location:

Arkansas State University - Mountain Home

Accounts Payable

1600 S College St

Mountain Home, AR 72653

1. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of commodity/commodities by the College. Invoices shall not be submitted in advance of delivery and acceptance. Payment will be made only after the Contractor has successfully satisfied the College as to the goods and/or services purchased.

1. Invoice should be itemized and include the Purchase Order number and/or contract number. In addition, ASUMH is not a tax-exempt institution, so apply any applicable taxes on the invoice.

1. Invoices are also accepted by email purchasing@asumh.edu.

### 1.8 ACCEPTANCE STANDARDS

1. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt.

1. ASUMH has the option to return any product(s) within the thirty (30) day timeframe for any reason.

1. Bid **must** include a “total satisfaction” return policy for all products and **must not** impose any liability on the College for such returns.

### 1.9 ACCEPTANCE OF REQUIREMENTS

1. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Requirements Section(s) of this IFB by listing them on the *Exceptions Form* (See *Bid Response Packet*), Prospective Contractor understands and agrees its submission of a bid to represent that its bid meets all such Requirements.

1. A Prospective Contractor’s bid may be rejected if the Prospective Contractor takes exception to any Requirements in the Requirements Section(s) of this IFB.

## SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

• ***Do not*** *provide responses to items in this section unless specifically and expressly required.*

### 2.1 ISSUING AGENCY

ASUMH Purchasing Office, as the issuing office, is the sole point of contact regarding IFB throughout this solicitation process.

**2.2 TYPE OF CONTRACT**

As a result of this IFB, ASUMH intends to award a contract to a single Contractor.

### 2.3 CONTRACTOR SELECTION

Award will be made to the lowest-bidding, responsible Prospective Contractor on a firm contract, all or none basis. Once an anticipated successful vendor has been determined, the anticipated award will be posted on the ASUMH website for at least 3 days prior to the issuance of a contract. ASUMH shall have the right to waive the policy of the Anticipation to Award when it is in the best interest of the college.

### 2.4 RESPONSE DOCUMENTS

*A. Bid Response Packet*

1. The following are bid submission requirements and **must** be submitted as a hard copy in the original *Bid Response Packet.* 
   1. Original signed *Bid Signature Page*. (See *Bid Response Packet.) The signature must be that of a person authorized to contractually bind the Prospective Contractor.*
   2. Completed *Bid Response Packet*, which **must** be in the English language.
   3. One (1) original copy of the *Official Solicitation Price Sheet*. (See Bid Response Packet)

Pricing **must** be proposed in U.S. dollars and cents.

1. The following items should be submitted in the original Bid Response Packet. Forms are available from purchasing@asumh.edu or at https://asumh.edu.

* 1. *EO 98-04 Contract & Grant Disclosure Form*.
  2. *Equal Opportunity Policy Form*.
  3. Illegal Immigrant Certification Form.
  4. Restriction of Boycott of Israel Form.
  5. *Voluntary Product Accessibility Template* (VPAT), if applicable.

1. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information*.*

### 2.5 NON-DISCRIMINATION

ASUMH does not discriminate against any entity, company, employee, applicant for employment or any person participating in any aspect of any project based on race, creed, color, national origin, religion, sex, age, or physical or mental disability.

### 2.6 MINORITY AND WOMEN OWNED BUSINESS POLICY

The State of Arkansas encourages all minority businesses to compete for, win and receive contracts for goods, services and construction. The state also encourages all companies to sub-contract portions and any state contract to minority business enterprises.

### 2.7 EQUAL OPPORTUNITY POLICY

Act 215 (SB#1123) of 2005 requires that each entity or person interested in contracting with the State must include with its proposal response a copy of the company’s EQUAL OPPORTUNITY POLICY.

### 2.8 CERTIFICATION OF ILLEGAL IMMIGRANTS

Pursuant to Act 157 of 2007, the successful proposer must certify prior to award of the contract that they do not employ or contract with any illegal immigrants.

### 2.9 RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

### 2.10 CONTRACT DISCLOSURE OVER $10,000 – GOVERNOR’S EXECUTIVE ORDER 98-04

No contract for commodities or services over $10,000, and no discretionary grant greater than $10,000 shall be awarded, extended, amended or renewed by an agency to any bidder who has not complied with Governor’s Executive Order 98-04, as required in this proposal.

Failure to make any disclosure required by Governor’s Executive Order 98-04, or the violation of any rule, regulation, or policy adopted pursuant to the Order, shall be a material breach of the terms of this IFB. Any bidder who fails to make the required disclosure, or who violates any rule, regulation, or policy, shall be subject to all legal remedies available to the agency.

### 2.11 PAST PERFORMANCE

In accordance with provisions of State procurement law, specifically OSP Rule R5:19-11-230 (b) (1), a Prospective Contractor’s past performance with the State may be used to determine if the Prospective Contractor is “responsible.” Proposals submitted by Prospective Contractors determined to be non- responsible will be disqualified.

### 2.12 RESERVATION

This IFB does not commit the College to award a contract or to pay costs incurred in the preparation of a bid in response to this request.

### 2.13CONDITIONS OF CONTRACT

1. Observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to, the execution of a resulting contract which in any manner affects the completion of the work.

1. Indemnify and save harmless the College and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order, or decree by an employee, representative, or subcontractor of the Contractor.

### 2.14 ADDITIONAL TERMS AND CONDITIONS

1. This IFB incorporates all of the Solicitation Terms and Conditions located on the State of Arkansas TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates):

<https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>

1. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions.

1. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in this bid document by listing them on the *Exceptions Form* (See Bid Response Packet), Prospective Contractor agrees and **shall** adhere to all terms if selected as the successful Contractor. Items identified as non- negotiable may only be modified if the legal requirement is satisfied and approved by the College.

**Arkansas State University - Mountain Home**

**Request for Proposal**

**ASUMH RFP 2023-02**

**Bid Form A**

**Specification for:**

**Development of a Gel Coating Virtual Reality Training**

1. The Arkansas State University - Mountain Home is requesting proposals for developing a Gel Coat Virtual Reality training module for submission to Arkansas State University Mountain Home. The Virtual Reality training is part of a work package within a Delta Regional Authority (DRA) grant. Services provided by the proposing parties shall include all necessary assistance in developing a virtual reality training module on the Oculus Virtual Reality (VR) headset. The successful proposing party shall develop a gel coat VR module that meets the needs of our local boat manufacturers.

2. Proposing parties shall submit a documented, proven track record of recent success in developing VR for other customers. Extra consideration will be given for recent successful VR training developed for the State of Arkansas. Proposing parties must submit a minimum of four (4) client references, with names and telephone numbers of representatives involved in the VR program administration.

3. The successful proposing party shall have experience developing VR used for career exploration.

4. Due to the limited duration for the development of the VR software preference will be given to proposing parties who have a track record of developing VR for the manufacturing industry using the Oculus headsets.