



**WASHINGTON STATE**  
COLLEGE OF OHIO

**REQUEST FOR PROPOSAL**

**WSCO Nursing Simulation Room Technology**

**WASHINGTON STATE COLLEGE OF OHIO  
710 COLEGATE DRIVE  
MARIETTA, OHIO 45750**

**ISSUED March 4, 2025**

**PROPOSALS DUE March 18, 2025 at 3:00pm EST**

## **INTRODUCTION**

Washington State College of Ohio is issuing this Request for Proposal (hereinafter “RFP”) requesting proposals and responses from qualified vendors for the design, installation, and integration of a comprehensive camera, audio, and livestream/recording system for the college’s nursing simulation rooms. The purpose of this system is to enhance training for nursing students by providing real-time observation, recording, and playback capabilities to support learning and assessment.

WSCO reserves the right to accept or reject any and all proposals and to award the contract to the vendor that offers the best value to the college.

A thorough evaluation will be conducted to determine the vendor that will best meet WSCO’s requirements.

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## **I. SCHEDULE**

The schedule of key events for this Request for Proposal process will be as follows:

March 4, 2025	RFP released
March 18, 2025	Proposals Due by 3:00 PM EST
March 19, 2025	Review of Proposals and clarifications
April 1, 2025	Notification of Selected Vendor

## II. SCOPE OF WORK AND OBJECTIVES

### Overview

WSCO is seeking a qualified vendor to design, procure, install, test, and provide training for an advanced nursing simulation recording system. The system will be implemented across three (3) simulation rooms and must facilitate:

1. **Real-time observation and interaction**
2. **High-quality audio and video capture (including multiple vantage points)**
3. **Two-way communication with simulation participants**
4. **Secure, user-friendly recording and storage**
5. **Simple interface for student-initiated recording**
6. **Flexible retrieval and review of recordings for up to two (2) years**

The Vendor is responsible for identifying and detailing any special electrical or networking requirements necessary to support this system.

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### System Requirements

#### 1. High-Definition Cameras

- Each of the three simulation rooms shall include at least one PTZ cameras to capture multiple angles.
- Additional fixed cameras may be recommended to ensure comprehensive coverage if blind spots remain.
- Cameras should have pan-tilt-zoom (PTZ) functionality with high-definition (HD) output.
- Night vision or low-light recording capabilities are preferred if low-light simulations are conducted.

#### 2. Audio System

- A high-quality microphone setup (wireless lavalier or ceiling-mounted) that captures clear audio with minimal ambient noise.
- Two-way whole-room communication must be available for instructors or observers to communicate directly with simulation participants in real-time.
- Noise reduction or echo cancellation features are highly desirable.

#### 3. Livestream and Recording Capabilities

- Secure livestream for remote observation by authorized faculty and staff.
- Recordings must be easily initiated by students or faculty using a user-friendly interface.

- on-premises storage solution that retains recordings for a maximum of two (2) years.
  - The solution should be scalable to accommodate up to 40 students per cohort, with multiple cohorts over that two-year period.
- Ability to tag or label recordings by student, cohort, or simulation type to facilitate quick retrieval and review.

#### **4. Interface & Accessibility**

- A browser-based or standalone user interface that allows authorized users (students, faculty, and staff) to securely log in and start or stop recordings.
- The interface must also support reviewing past recordings, exporting clips, and controlling PTZ camera angles in real-time if needed.
- The system must be compatible with WSCO's existing IT infrastructure and security protocols.
- User access management to ensure only authorized individuals can view, edit, or delete recordings.

#### **5. Integration & Compatibility**

- Integration with WSCO's Learning Management System (LMS), or clear guidelines on how recorded content can be uploaded or linked within the LMS environment.
- Adherence to all relevant data privacy and security regulations, ensuring that recorded materials are stored securely and with proper access controls.
- System architecture must be flexible enough to allow future hardware or software expansions.

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## **Deliverables**

### **1. System Design and Specifications**

- Provide detailed engineering drawings and diagrams showing camera placements, microphone locations, and networking/electrical requirements.
- Outline any additional infrastructure or equipment needed (switches, servers, backup systems, etc.).

### **2. Procurement and Installation**

- Source, deliver, and install all necessary hardware and software, including PTZ cameras, microphones, and any additional fixed cameras.
- Coordinate with WSCO's facilities and IT staff to ensure minimal disruption to ongoing operations.

- Implement and test the two-way communication system within each simulation room.
- 3. Testing and Validation**
  - Conduct comprehensive system tests to confirm that all cameras, microphones, and communication channels are functioning correctly.
  - Verify that the livestream and recording workflows meet WSCO's requirements for reliability and ease of use.
  - Demonstrate compliance with local and federal data security regulations regarding storage and retention.
- 4. Training and Documentation**
  - Provide hands-on training sessions for faculty and students to effectively operate cameras, initiate recordings, manage livestreams, and access archived sessions.
  - Supply comprehensive user manuals, quick-start guides, and technical documentation for reference.
- 5. Ongoing Technical Support and Maintenance**
  - Offer a service-level agreement (SLA) that includes prompt technical support, maintenance schedules, and guidelines for reporting and resolving system issues.
  - Ensure that any software or firmware updates are applied in a timely manner to maintain system security and functionality.

### **III. CONTENTS OF PROPOSAL**

Submitted proposals should contain, at a minimum, the following information for review and consideration:

1. Completed cover sheet.
2. A Statement of Differentiation – a one-page statement describing what makes your firm unique or uniquely qualified to provide these services to the College.
3. Materials sheets describing the proposed equipment and system architecture as well as compatibility with WSCO current infrastructure.
4. Proposal should also be a total cost for the entire project and any applicable information which would be a benefit to the College.

## IV. PROPOSAL INSTRUCTIONS AND INFORMATION

In order to receive consideration, companies responding to this RFP are required to submit **one (1)** response via email to [narnold@wscc.edu](mailto:narnold@wscc.edu), before and no later than the date and time specified on the RFP. No Participant may withdraw their proposal for a period of thirty (30) days after the proposal due date.

**The cover sheet must be completed, dated, and signed by an authorized company official, and submitted in addition to the information requested of your company in this RFP.** Participants are required to submit their proposals to **Nick Arnold, Information Systems Analyst Manager at Washington State College of Ohio, by 3:00 PM EST on February 21, 2025** electronically to: [narnold@wscc.edu](mailto:narnold@wscc.edu).

Each Proposal must be submitted with the subject line of:

### **REQUEST FOR PROPOSAL – WSCO Nursing Simulation Room Technology**

Responses will NOT be accepted via facsimile.

It is the responsibility of the Participant to ensure that all required documentation, as enumerated above, arrives on time and at the designated location. Any submissions received after the stated date and time, or those that do not contain the required information as enumerated above, or the correct number of copies will be considered incomplete and unresponsive and may be disqualified.

#### **A. Proprietary Information Disclosure**

All responses and accompanying documentation will become the property of the College at the time proposals are opened, with the exception of any material marked as proprietary information as defined by O.R.C. Section 149.43. All proposal materials are subject to disclosure under the Ohio Public Records Law (O.R.C. 149.43) except proprietary information, which will be returned to the unsuccessful Participant at the Participant's request and expense, or be destroyed, at the conclusion of the selection process.

Participants are advised that as a public institution in the State of Ohio, any proposal and all related documentation may be subject to a public records request.

#### **B. Verbal Information**

Participants submitting proposals shall NOT base the proposal on verbal information from any employee of the College from the date the RFP is released to the public, unless



otherwise noted elsewhere in the RFP. Any such incident will invalidate the proposal, and bar that particular Participant from receiving a purchase or contract award.

### **C. Additional Information**

In the event information submitted by the Participant is unclear to the College, the College may request additional explanation from the Participant for the purpose of evaluation and decisions.

The Participant shall answer requests for additional information or clarification in writing, and these responses will become part of the company's overall submission. Participants failing to provide adequate information on any issue in a timely manner, to allow a comprehensive evaluation by the College, shall be considered unresponsive and their submission subject to rejection.

### **D. Evaluation and Contract Award**

Selection and award of contract will be made to the Participant whose proposal, in the analysis of Washington State College of Ohio, represents the best overall value to the College. Factors which determine the award are more fully detailed in the RFP and will include, but will not be limited to the following: The Participant's responsiveness to all specifications in the RFP, quality of the Participant's services, ability to fulfill the contract, and general responsibility as evidenced by past performance. The College reserves the right to judge the quality of the service offered.

Washington State College of Ohio reserves the right to award all or some of the work specified in this RFP to the Participant of choice and reserves the right not to award any of the work specified to any Participant as the College deems appropriate.

### **E. Sales Tax**

Washington State College of Ohio is exempt from Ohio sales tax and federal tax and will furnish an exemption certificate upon request.

### **F. Communication Contact**

**All questions regarding this request for proposal** must be directed to Nick Arnold, Information Systems Analyst Manager, Washington State College of Ohio, at 740-885-5626 or via email at [narnold@wscc.edu](mailto:narnold@wscc.edu).

## **V. PREFERRED CONTRACTUAL PROVISIONS**

### **A. Term of Agreement**

The College prefers to have the installation of the new video system must be completed by August 1, 2025. Maintenance and warranty should continue thereafter for at least one-year if not longer.

### **B. Waiver**

No waiver of any right hereunder shall be deemed a continuing waiver and no failure on the part of either party to exercise wholly or in part, any right hereunder shall prevent a later exercise such or any other right.

### **C. Indemnification & Liability**

Participant shall defend, indemnify and hold harmless the State of Ohio, Washington State College of Ohio its Board of Trustees, affiliates, officers and employees from any and all claims, suits, actions, damages, judgments and costs (including without limitation reasonable attorney fees) against all claims, losses, expenses, damages, causes of actions and liabilities of every kind and nature (including without limitation reasonable attorney's fees), arising out of any alleged breach of any obligations or warranties or from any other acts or omissions of Participant, its officers, agents, employees and subcontractors.

### **D. Governing Law**

The Participant shall in the performance of work or services on this job fully comply with all applicable federal, state, or local laws, rules regulations and ordinances, and shall hold Washington State College of Ohio harmless from any liability from failure of such compliance.

### **E. Insurance**

A. Participant shall provide the College with Certificates of Insurance in the amounts shown below as a minimum requirement and shall maintain such coverage in effect for the duration of the Contract.

The insurer must be rated at least an 'A' by A.M. Best and Company and except for the Workers Compensation, name the College as an additional insured. The Participant shall provide a certificate of insurance evidencing the coverage listed below:

Workers Compensation	Statutory
Employer's Liability	\$1,000,000
Comprehensive General Liability	\$1,000,000 each occurrence/\$3,000,000 in the aggregate
Comprehensive Automobile Liability (Any auto, hired auto, non-owned auto)	\$1,000,000 Combine Single limit

If any part of the Contract is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover the subcontractor's operations. The Participant shall provide evidence of such insurance. In the event a subcontractor is unable to furnish insurance in the limits required under the Contract, the Participant shall endorse the subcontractor as an additional insured on the Contractor's policies.

B. Participant shall deliver to the College:

1. Certificates that evidence the existence of all such insurance promptly after the execution and delivery of contract and prior to the continued or additional performance of any services to be performed by the Participant from or after the date of any agreement or purchase order; and
2. Such Certificates shall name the College and their Board of Trustees as additional insured, with the exception of Workers Compensation and Employers Liability, and shall provide that the policies will not be cancelled until after thirty (30) days unconditional written notice to the College, giving the College the right to pay the premium to maintain coverage.

C. The Insurance policies required in this RFP shall be kept in force for the periods specified below:

1. The Participant shall keep Commercial General Liability Insurance in force until receipt of final payment.
2. Workers' Compensations Insurance shall be kept in force until the Contractor's obligations have been fully performed and accepted by the College in writing.

- D. The Participant shall provide the College a full and complete copy of any insurance policy promptly upon request by the College, and without charge.

**F. Bonding Requirements**

The selected Participant must demonstrate the ability to obtain a Performance Bond. Each year the contract is in force, in an acceptable form, or an irrevocable letter of credit, from a bonding institution in an amount equal to the annual minimum guaranteed commission. Bonds to provide such surety shall be executed by a resident agent of the State of Ohio

**G. Ohio Revised Code 9.24 Requirement: Finding for Recovery**

Ohio Revised Code 9.24 Requirement: Finding for Recovery Ohio Revised Code (O.R.C.) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of the State has issued a finding for recovery if the finding for recovery is deemed “unresolved” at the time of award. By submitting a proposal, the Participant warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the College of such finding. Furthermore, if the warranty is false on the date the Participant would sign an agreement resulting from this RFP, such and any future Agreement is void *ab initio*, and the Proposer must immediately repay to the State any funds paid under such agreement.

**H. Campaign Contributions**

Participating hereby certifies that all applicable parties listed in Division (1)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (1)(1) and (J)(1) of O.R.C. Section 3517.13.

**I. Conflicts of Interest and Ethics Compliance**

No personnel of the Participant or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Agreement is being carried out, and who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict

with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the College in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless College shall determine in their sole discretion that, in the light of their personal interest disclosed, his or her participation in any action would not be contrary to the public interest.

Participant represents, warrants, and certifies that it and its employees engaged in the administration or performance of the Agreement are knowledgeable of and understand the Ohio Ethics and Conflicts of Interest Laws and Executive Order No. 2007-O1S. Participant further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws and Executive Order. The Governor's Executive Orders may be found by accessing the following website: <https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/>

**J. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization**

Participant hereby represents and warrants to College that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to any organization identified by and included on the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the 'Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization.' Participant further represents and warrants that it has provided or will provide such to College prior to execution of this Agreement. If these representations and warranties are found to be false, this Agreement is void *ab initio* and Participant shall immediately repay to College any funds paid under this Agreement.

**K. Marketing/Advertising**

No Participant providing services to Washington State College of Ohio shall willfully obtain or use the name, identifying marks or property of Washington State College of Ohio for its own promotional purposes.

## VII. COVER SHEET

### Request for Proposal PARTICIPANT IDENTIFICATION FORM

In addition to the information requested in the previous sections, please complete the following:

FEDERAL TAX ID NO. OR SOCIAL SECURITY NO.: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET P.O. BOX

CITY STATE ZIP

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME OF SIGNEE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## VIII. PREFERRED QUOTE SPECIFICATIONS

### **Simplicity™ Hi-Fidelity Room w/ Paging (Qty. 4)**

Lab Area

2 Lumens HD Pan/Tilt/Zoom Camera

1 AKG Hypercardioid Ceiling Microphone

1 JBL Ceiling Speaker

1 Cabling

1 Manikin Integration Control Area

1 KbPort ETC V7 Hi Fidelity Recorder

1 Desktop Microphone

1 RDL Mixer/Amp

1 Mackie Pro Microphone Mixer

2 Audio Technical Headphone

1 RDL Headphone Amp

1 24" LED Monitor

1 Keyboard

1 USB Mouse Labor

Installation Integration Testing

Onsite Training

### **KbPort Central Server 16TB (Qty. 1)**

Centralized Streaming Server includes KbPort Dashboard

Location Configuration

User Management LDAP Integration Centralized Streaming

OS Storage 2 x 480GB SSD RA D 1 Configuration

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Video Storage 8 x 2TB HDD RAD 6 Configuration (16TB Total 12TB Usable)

**Simplicity ETC V7 Portable Recording System – Basic (Qty. 1)**

- (1) Custom Hardshell Carry Case
- (1) KbPort Simplicity ETC V7 Basic Laptop Recorder
- (1) Wireless HD cameras
- (1) Wireless Access Point
- (1) HD USB Camera
- (1) camera Battery Pack
- (2) camera Arm Mount
- (1) Charging Cables
- (1) USB Extension Cable
- (1) Online Training Session
- (1) Manual and Documentation

**8-Port KVM**

KVM console with KVM switch 8 ports 17"

rack mountable 1280x 1024 VGA IU

**Professional Services**

Detailed Project Review Documentation

Project Management

**Technology Management Plan - Initial Purchase Includes**

- Unlimited Phone Support for life of the product
- Unlimited Online Support for life of the product
- Software Security Updates and Bug Fixes (Upgrades not included) for life of the product
- Hardware Coverage one (1) Year