



BERKELEY-CHARLESTON-DORCHESTER
COUNCIL OF GOVERNMENTS

PLANNING, PARTNERSHIP & PROSPERITY

REQUEST FOR PROPOSALS

Virtual Reality Headsets &
Career Exploration Simulations

Issued: January 31, 2024
Responses Due: February 21, 2024

CONTACT:

Jason McGarry
Procurement/Contracts Administrator
jasonm@bcdcog.com

January 31, 2024

The Berkeley Charleston Dorchester Council of Governments (BCDCOG) is dedicated to supporting high-quality workforce development services, as well as, engaging programming opportunities and best practices. The BCDCOG will be offering high-quality, low-risk and immersive virtual reality job training experiences designed to assist participants in understanding career pathways and exploration.

We are seeking pre-developed virtual reality career exploration experiences that are offered in a virtual reality manner allowing users to experience the environment and look and feel of such careers. These experiences need to allow a student to role-play as an active participant in any given career or pathway.

The selected product will be a virtual reality tool that offers experiences that act as both job/skills training as well as career exploration which allow participants to explore and learn about career opportunities in a safe, virtual environment.

All proposals are due to **Berkeley Charleston Dorchester Council of Governments (BCDCOG) 5790 Casper Padgett Way, North Charleston, SC 29406**, no later than **February 21, 2024 at 2:00 p.m. EST**. One (1) signed original, one (1) digital and three (3) printed copies should be submitted in a sealed box marked with the following information:

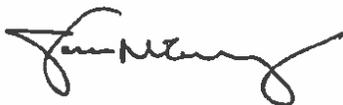
Virtual Reality Headsets & Career Exploration Simulations
Attn: Jason McGarry, Procurement/Contracts Administrator
(Name of Proposer Submitting Proposal)

Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. will be posted on the BCDCOG website www.bcdcog.com. Please consult this website for updates before submitting proposals.

Any proposals submitted as a result of this solicitation shall be valid for ninety (90) calendar days following the submittal date. This solicitation does not commit BCDCOG to award a contract, to pay any cost incurred in the preparation of proposals, or contract for the services. BCDCOG may award to more than one proposer whose proposal is in compliance with all requirements.

Proposals resulting from this solicitation are subject to the South Carolina Freedom of Information Act (FOIA). All information that is to be treated as confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type.

Sincerely,



Procurement/Contracts Administration

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SECTION 1 – PROJECT BACKGROUND

The Berkeley Charleston Dorchester Council of Governments (BCDCOG) is dedicated to supporting high-quality workforce development services, as well as, engaging programming opportunities and best practices. The BCDCOG will be offering high-quality, low-risk and immersive virtual reality job training experiences designed to assist participants in understanding career pathways and exploration.

We are seeking pre-developed virtual reality career exploration experiences that are offered in a virtual reality manner allowing users to experience the environment and look and feel of such careers. These experiences need to allow a student to role-play as an active participant in any given career or pathway. The selected product will be a virtual reality tool that offers experiences that act as both job/skills training as well as career exploration which allow participants to explore and learn about career opportunities in a safe, virtual environment.

SECTION 2 – SCOPE OF SERVICES

MINIMUM MANDATORY REQUIREMENTS:

- Product must provide a reliable, realistic, immersive experience for the user, tools, equipment, and locations should mimic their real-world counterparts.
- Experience/content must allow the user to learn the skills in various career sectors, and role-play in different careers and occupations.
- Career exploration product content must be already developed and ready-made, and shall not have additional development costs or time requirements.
- Support services will allow access to named individuals that are "subject matter experts" in the area(s) the trainer is designed to teach.
- Facilitator materials, curriculum, and laboratory manuals will be provided for each trainer in electronic and printable format.
- Any "hands-on" processes required by the students should be as close to industry practice as possible.

REQUIREMENTS:

- Application or licenses for application for VR headsets pre-loaded with simulation software
- Software must include career exploration in various sectors
- Distribution of headsets & software to site
- Training on VR Application and hardware for staff / faculty
- Hardware and Software technical support for staff and students throughout contract

CONTRACTOR RESPONSIBILITIES:

- Provide access to VR experiences via application download or software license
- Provide ongoing training to team on using the VR software
- Maintain quarterly communications with assigned point of contact
- Assist with troubleshooting and updating of software
- Provide information regarding their "help desk" and how available they are to respond during the work day.

SECTION 3 – PROPOSAL CONTENT AND OUTLINE

Proposal Submission Requirements

- **Sealed Proposals:** All proposal sheets and the original forms must be executed and submitted in a sealed envelope. All proposals are subject to the conditions specified herein. Proposals that do not comply with these conditions are subject to rejection.

- **General Format**
 - Each proposal shall include a Submission Letter which shall be signed and dated by a representative authorized to bind the Proposer.
 - Previous experience and references
 - Description of the products, spec sheets, warranty information and any additional information that will be helpful in evaluation. Product lead times and delivery schedule.
 - References
 - Required Appendix
 - Price File (**Submitted in a separate sealed envelope**)
 - We are requesting information on a per unit cost along with any additional training, support, annual fees, etc.

- **Contract Term:** 1 Year with 4 annual renewal options

Proposals must not be more than the equivalent of 30 single-sided 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, section dividers that contain no information). The font size should be no smaller than 12 pt.

Due to potential conflict of interest, no proposer or person representing a proposer may arrange or meet with individual members of the BCDCOG or the review committee to discuss any items or matters related to this RFP during the period of time between the RFP release and the date the BCDCOG makes the decision selecting the successful Consultant

SECTION 4 – PROPOSAL EVALUATION

The following criteria will be used in evaluating the proposals:

1. **Quality of simulation:** we will be evaluating proposals based on the specific VR 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. – 30 points

2. **Quality of content:** the VR content should reflect existing workforce programs and be exploratory in nature, as well as focus on job training/skill building. – 20 points

3. **Readiness of product:** pre-made career exploration products that do not have additional development costs or time requirements. – 10 points

4. **Troubleshooting and Support:** must have active and attentive help desks to assist in the troubleshooting of any application issues. Vendors will be evaluated on troubleshooting services provided and hours of service availability. – 10 points
5. **Cost** – 30 points

SECTION 5 – GENERAL CONDITIONS

Preparation of Proposals: All costs associated with the preparation and delivery of a proposal are the sole responsibility of the respondent.

Proposal Inquiries: Communication by any proposer with any agent or employee of BCDCOG or about this RFP, or the pending process may result in the proposer being deemed ineligible with regard to this RFP. All questions and requests for clarification regarding this RFP or this process must be submitted in writing to Jason McGarry, Procurement/Contracts Administrator at jasonm@bcdcog.com Any correction or changes to this RFP will be made by written addendum only and will be posted on www.bcdcog.com

Subcontracting: If subcontractors are necessary to complete any functions of this requirement, the Proposer must list their names and business locations of any proposed subcontractors, with their submitted Proposal Form. BCDCOG reserves the right to review and approve any subcontractors proposed by the Respondent.

Exceptions to RFP: All exceptions taken by Proposer must be specific. Proposer must clearly indicate what alternative is being offered to allow BCDCOG a meaningful opportunity to evaluate the Proposal. Submitting an alternative proposal does not relieve the Proposer from submitting the Minimum Requirements as stated in the RFP. BCDCOG is under no obligation to accept any proposed exceptions or alternatives.

Single Proposal Response: If only one Proposal is received in response to this RFP and it is found by BCDCOG to be acceptable, a detailed price/cost proposal may be requested of the single Proposer. A price or cost analysis, or both, possibly including an audit, may be performed by or for BCDCOG of the detailed price/cost proposal in order to determine if the price is fair and reasonable.

Opening of Proposal: Proposals will not be publicly opened. All Proposals and evaluations will be kept strictly confidential throughout the evaluation, negotiation, and selection process. Only the members of the Evaluation and Selection Committee and other BCDCOG officials, employees and agents having a legitimate interest will be provided access to the Proposals and evaluation.

Confidentiality: Upon receipt at BCDCOG, your Proposal is considered a public record except for material, which qualifies as “trade secret” information under SC FOIA. To properly designate material as Confidential/Trade Secrets.

Reservation of Rights to Change Schedule: BCDCOG shall ultimately determine the timing and sequence of events resulting from this RFP. BCDCOG reserves the right to delay the closing date and time for any phase if BCDCOG staff believe that an extension will be in the best interest of

Reservation of Rights to Amend RFP: BCDCOG reserves the right to amend or cancel this RFP at any time during the process if it believes that doing so is in the best interests of BCDCOG. Any addenda will be posted on the BCDCOG website and is the responsibility of the Proposer to include any addenda with their proposal.

Additional Evidence of Ability: A proposer shall be prepared to present additional evidence of its experience, qualifications, ability, products, service facilities, and financial standing if requested by BCDCOG.

No Collusion or Conflict of Interest: By responding to this RFP, the Proposer shall be deemed to have represented and warranted that the Proposal is not made in connection with any competing Proposer submitting a separate response to this RFP and is in all respects fair and without collusion or fraud.

Withdrawal for Modification of Proposals: Proposers may change or withdraw their Proposals at any time prior to Proposal opening; however, no oral modifications will be permitted. Any proposal or modification received at the office designated in the solicitation after the exact time specified for receipt will not be considered and will be returned to the Proposer unopened. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal, which is addressed in the same manner as the Proposal and received by BCDCOG prior to the scheduled closing time for receipt of Proposals, will be accepted.

Compliance with Laws: In submitting a Proposal, each Proposer agrees to make itself aware of, and comply with, all local, state, and federal ordinances, statutes, laws, rules, and regulations applicable to the Services covered by this RFP. Each Proposer further agrees that it will at all times during the term of the Contract comply with all applicable federal, state and/or local laws regarding employment practices. Such laws will include, but not limited to, Workers Compensation, the Fair Labor Standards Act (FLSA), Department of Labor and associated Section 5333b, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), and all Occupational Safety and Health Administration (OSHA) regulations applicable to the work covered by this RFP.

Protest Procedures: All protests must be submitted to BCDCOG in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence, and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor, be signed by the Protestor, and be notarized. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by BCDCOG.

All protests must be directed in writing to:

Berkeley Charleston Dorchester Council of Governments (BCDCOG)
5790 Casper Padgett Way
North Charleston, SC 29406

Conflicts of Interest: No employee, officer or agent of BCDCOG shall participate in the selection or in the award of the Contract if a conflict of interest, real or apparent, would be involved.

Gratuities: BCDCOG'S officers, employees, and agents cannot solicit nor accept gratuities, favors, or anything of monetary value from Proposers or other parties with an interest in the selection of the award of the Contract.

Lobbying: During the period beginning with the advertisement and distribution of the RFP and ending with contract execution, no Prospective Proposer is allowed to communicate with any BCDCOG staff, employees, proposers, or agents regarding this RFP, excluding:

Communications with the Procurement/Contracts Administrator.
Communications that are in response to inquiries initiated by BCDCOG

The Prospective Proposer shall not, in any discussion with a BCDCOG employee, address any substantive or procedural matter relating to this RFP, the evaluation or selection process hereunder, or Contract award.

Clarification of Ambiguities: Any Proposer believing that there is any ambiguity, inconsistency or error in this RFP shall promptly notify BCDCOG in writing of such apparent discrepancy. Failure to notify BCDCOG will constitute a waiver of claim of ambiguity, inconsistency, or error.

Proposer's Obligation to Fully Inform Themselves: Proposers or their authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications of this RFP before submitting Proposals. Failure to do so will be at the Proposers own risk.