

Shawnee State University
Contracts Services Office
940 Second Street • Portsmouth, Ohio 45662-4344 • 740.351.3310

Request for Quotation (RFQ)

Shawnee State University is soliciting quotations for equipment to create four (4) HyFlex (hybrid-flexible) Teams classrooms. In this case we need the ability to teach from Classroom A or Classroom B while including the students in both classrooms. The classrooms will be at two different physical locations. Location 1 is Shawnee State University Campus (Massie 213 & ATC 225) in Portsmouth, Ohio, and location 2 is the Adena PACCAR building (215 & 216) located in Chillicothe, Ohio.

Proposals must be received by the Contracts Services Office no later than **5:00 p.m. EST on, October 8, 2025**. At that time, proposals will be opened and reviewed. It is the vendor's responsibility to see that the proposal is received in the Contracts Services Office prior to the proposal opening time.

All vendors shall submit their proposal to the Contracts Services Office, Shawnee State University, Attention: Joe VanDeusen at jvandeusen@shawnee.edu.

RFQ # 10-08-25 HyFlex Classroom Equipment, Installation, and Maintenance Services

The University reserves the right to accept or reject any or all responses or any part of any response received and to waive any formalities or technicalities in any response. The University further reserves the right to make an award based upon various selection criteria. Price alone will not be the sole determining factor in the selection process.

If favored with this order, we agree to furnish the items hereon at the prices quoted and under the conditions indicated.

Vendor: _____

By: _____
signature

Name: _____
type or print

Title: _____ Date: _____



REQUEST FOR QUOTATION #10-08-25

HyFlex Classroom Equipment, Installation, and Maintenance Services

September 26, 2025

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SECTION 1:

Notice to Responders

Shawnee State University is accepting quotations for HyFlex Teams classroom equipment, installation, and maintenance services as outlined in Section 3. Your firm is invited to respond to this Request for Quotation by providing the information requested for full consideration of your proposal.

Shawnee State University does not discriminate in admission, access, or treatment in programs and activities or employment policies or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, pregnancy, Vietnam-era or qualified disabled veteran status, or qualified handicap.

The University will not consider any proposal not prepared and submitted in accordance with the instructions outlined herein and may reject any or all quotations. Any quotation may be withdrawn prior to the scheduled date for receipt. Any quotation proposal received after the time and date specified will not be considered.

SECTION 2:

Administrative Information

Purpose

The purpose of this Request for Quotation (RFQ) is to solicit proposals to enter into a contract with a firm qualified for the appropriate HyFlex Teams classroom equipment, installation and on-going service contract.

General information about Shawnee State University can be obtained at www.shawnee.edu. **Inquiries about this RFQ, requests for clarification, or to notify Shawnee State University of errors relating to this RFQ must be directed to Joe VanDeusen at jvanduesen@shawnee.edu.** If the director deems the information necessary to obtaining valid proposals, he will send written instructions to all known quotation submitters.

The University will not be responsible for any oral instruction, nor should a proposal be based upon verbal information from any employee of the University unless authorized by the Executive Director of Business Operations & Auxiliary Services, who, to the extent feasible and practical, will provide documentation by sending written instructions to all known quotation submitters or by publication on the University website (www.shawnee.edu).

Term of the Contract

The University is looking to establish a long-term relationship with a qualified firm. The initial contract will begin on October 20, 2025, or on such other date as may be agreed to in writing by both parties, and shall end on. Service may be renewed for additional like periods, upon the mutual written agreement of both parties.

SECTION 3: Scope of Service

The selected provider, performing as an independent contractor, will provide the following services:

- 1) Provide the necessary equipment to create and setup HyFlex Teams classroom to allow an instructor to teach from any similarly designed space and reach students in two classrooms simultaneously. A total of four classrooms (two in one location and two in a geographically separate location) are required. The equipment for the HyFlex classroom should include but is not limited to: Teams Control Panel, Front Display for materials within class, rear or side display for instructor to see students in remote classroom, appropriate speakers & microphones for class discussion across both rooms, include appropriate camera coverage in all rooms to cover instructor and students in the classroom. Also include appropriate instructor station to house a computer and the Teams Control Panel. The equipment, installation, and maintenance services are needed for four classrooms in two geographically different locations (60 miles apart). The two classrooms located in Chillicothe seat 32 students and the two classrooms on Shawnee State University campus seat 45 and 32 students respectively.
- 2) Provide installation and setup of appropriate equipment for the Teams HyFlex classroom including but not limited to:
 - a. Teams room video system with microphone/speakers/camera/mini-PC/control panel
 - b. Rear room camera
 - c. Commercial grade display at least 85"
 - d. Podium/lectern for rack mounted gear with wheels
 - e. Managed data switch for integration of equipment
 - f. Appropriate wiring to be ADA compliant
- 3) Provide a service contract for troubleshooting issues remotely and/or for on-site issue resolution within 72 hrs.

SECTION 4: Vendor Questionnaire

A complete proposal will include responses to each of the following. **Proposals that contain incomplete responses may be disqualified from the selection process.**

1. Briefly describe your firm's history, number of employees, organization structure, general services, and resources you are able to provide. Please advise if your organization is currently involved in any merger, acquisition, organizational restructuring, or other internal change that may impact your services.
2. Provide information on your experience with implementation and ongoing maintenance of Teams HyFlex classrooms.
3. Outline your approach to client management and service. Describe your specific plans to service our account.
4. Identify the team that will be assigned to Shawnee State and provide background information on experience.
5. Provide a customer reference list of no fewer than three organizations — preferably public universities — with whom you currently have contracts and/or have previously provided consulting services of equal type and scope within the past five years. Reference list shall include, company name, contact person and telephone number, project description, length of business relationship, and background of project.

SECTION 5

Request for Quotation Process

Schedule of RFQ Events

Quotation Response Due	5:00p.m., October 8, 2025
University Review Completed	5 pm, October 15, 2025
Contract Awarded	October 20, 2025

Proposal Receipt Procedure

Shawnee State University will not accept proposals after the closing time and date. To be given consideration on this request, vendors must submit their proposal by 5:00 p.m. EST, October 8, 2025. All vendors shall submit proposals electronically to: Joe VanDeusen, Executive Director, Business Operations & Auxiliary Services , Shawnee State University, jvandeusen@shawnee.edu

Withdrawal of Proposals

Proposals may be withdrawn up to 4:59 p.m., October 8, 2025, upon written request to jvandeusen@shawnee.edu.

Request for Quotation Content

The information provided herein is intended to help vendors respond properly to this Request for Quotation. The University believes this document provides sufficient information to submit a proposal that meets minimum requirements. However, it is not intended to limit a proposal's content or to exclude any relevant or essential data. Vendors are, therefore, encouraged to include additional information that will substantiate their service capabilities, product quality, and support commitment.

Right to Accept or Reject

Shawnee State University reserves the right to select one, several, or none of the proposals submitted. Further, the University reserves the right to accept or reject all or parts of any proposal received and or waive any informality or technicality in any proposal received. Fees to be charged will not be the sole determining factor in the selection process.

Award of Contract

The University may award a contract based upon initial proposals received without further discussion of such proposals. Accordingly, each initial proposal should be submitted with the vendor's most favorable financial terms and service capabilities.

The University will select the vendor(s) it believes offers the proposal that is in the University's best overall interest. Shawnee State University reserves the right to give added consideration or not to give consideration to special or unique features included in any proposal.

The University will award this contract according to criteria shown in this document and reserves the right to award to a vendor(s) that may not be lowest in fees charged.

The decision to select a vendor will be made on the basis and merits of each individual proposal. The University will only consider offers that conform to this Request for Quotation. The University may request an oral presentation.

In determining the successful vendor, the University will consider, but not be limited to, the following selection criteria plus other criteria listed within this document:

- Overall quality of the services being offered.
- Vendor's ability to execute the services in a timely manner.
- Fees to be charged.
- Reputation of the vendor.
- Ability to provide services requested.
- Quality and satisfaction of previous services performed.
- Overall financial position of the vendor.
- Number and scope of special conditions included in the vendor's proposal.
- Accessibility of the vendor's staff to the University's staff.
- Vendor program's compatibility with existing University policy, if applicable.
- Any other relevant information submitted.

The University reserves the right to contact a vendor for clarification of information submitted, to contact current users of vendor services referenced in the proposal, and to use other sources of obtaining information regarding vendor services which is deemed appropriate and would assist in the evaluation.

Expenses for developing the proposals and answering the University's questions are entirely the responsibility of the vendor and shall not be chargeable, in any manner, to Shawnee State University or to the State of Ohio.

Proprietary Information

All proposals will be open for public inspection at the conclusion of the evaluation period. Any vendor wishing to view the documents may do so by contacting the Contracts Services Office in advance. To the extent provided by law, trade secrets, test data, or other similar proprietary information will remain confidential provided such material is clearly marked as such. Any portion of a proposal considered a trade secret as defined by the Ohio revised code should be so marked. However, any proposal that indicates that the majority or entire contents are secret may be considered non-responsive and rejected.

Guarantees and/or Warranties Provided

Vendors must provide specific information on any warranties/guarantees provided and state the terms and conditions of the warranties/guarantees that are being offered.

ATTACHMENT A**REQUEST FOR QUOTATION RESPONSE AND CERTIFICATION FORM**

This form must be completed and signed or your bid will be judged non-compliant and disqualified as non-responsive.

By signing below, Contractor warrants that it is not subject to an unresolved finding for recovery under ORC 9.24. If the warranty is false on the date the parties sign an Agreement resulting from this RFQ, such and any future Agreement is void *ab initio*, and the Contractor must immediately repay to the State any funds paid under any such Agreement.

Company Name: _____

Address: _____

Printed Name and Title: _____

Date: _____

Telephone: _____

Fax: _____

Email: _____

☐ Respondent is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company.

☐ Respondent is NOT an individual, the sole shareholder of a corporation, or the sole member of a limited liability company.

Federal Tax ID or Social Security Number: _____

All bids submitted are taken by the University as offers to sell by the Respondent and acceptance shall occur only by the issuance of a University Purchase Order or Procurement Card or where appropriate, upon the execution of a written contract.

ELECTRONIC INVOICING AND PAYMENT CAPABILITY

All Respondents must complete the following information:

1. Does your company offer electronic invoicing? ☐ Yes ☐ No

If yes, please specify method: _____

2. Is your company capable of receiving payment via ACH transfer? ☐ Yes ☐ No

BUY OHIO

Economic preference shall be awarded to Ohio Bidders and Bidders from "Border" states (Indiana, Kentucky, Michigan, New York, Pennsylvania, and West Virginia), provided those states do not impose economic restraints on products produced or mined in Ohio. An "Ohio Bidder" describes one who offers Ohio products (defined to mean products which are mined, excavated, produced, manufactured, raised, or grown in the state by a person where the input of Ohio products, labor, skill or other services constitutes no less than 25 percent of the manufactured cost) or a Bidder who demonstrates significant Ohio economic presence (defined to mean business organization that: have sales offices, divisions, sales outlets or manufacturing facilities in Ohio or facilities demonstrate a significant capital investment in Ohio; pay required taxes to the state of Ohio; and are registered and licensed to do business in the state of Ohio with the office of Secretary of State).

The bidder ☐ is or ☐ is not considered a bidder from a “Border State” or an “Ohio Bidder,” as described above.

BUY AMERICAN

The goods ☐ are or ☐ are not produced or mined in the United States of America, its possessions, or Puerto Rico.

MINORITY BUSINESS ENTERPRISE

The bidder ☐ is or ☐ is not a minority business enterprise. A minority business enterprise is defined as an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by United States citizens, residents of Ohio, who are certified by the state of Ohio Equal Opportunity Center, and who are one of the following economically disadvantaged groups: African-Americans, Native-Americans, Asian-Americans, and Hispanic-Americans.

E.D.G.E. (ENCOURAGING DIVERSITY, GROWTH, AND EQUITY) ENTERPRISE

The bidder ☐ is or ☐ is not an E.D.G.E. certified vendor. An EDGE participant must be a small, socially and economically disadvantaged business enterprise owned and controlled by U. S. citizens, who are Ohio residents, and who are certified by the state of Ohio Equal Opportunity Center.

CONFLICT OF INTEREST

- ☐ The bidder certifies that **none** of the company’s directors, principal officers, or any family members (includes spouse, child, sibling, parent, grandparent, or grandchild) of company’s directors or principal officers are employed by or an agent or officer of Shawnee State University.
- ☐ If any of the bidder’s directors, principal officers, or family members is an employee, agent, or officer of Shawnee State University, **the bidder certifies such person(s) name(s) and position(s) below:**

NAME

TITLE

_____	_____
_____	_____

Failure to complete this document with the requested information concerning any of the representations cited above will disqualify your proposal. The University, at its discretion, may disqualify your bid if any such representations are deemed inaccurate or any such employment or affiliation creates a potential conflict of interest.

Signed: _____

Title: _____ Date: _____

Note: The provisions of this form are based on University regulations and the requirements of the Ohio Revised Code, Sections 125.081, 125.09, and 125.11.

ATTACHMENT B**PRICING SCHEDULE**

This sheet must be completed, signed, and returned with your proposal. Failure to sign and return this sheet will result in the rejection of your proposal.

Proposal of: _____

Company Name

Having carefully examined all the specifications and requirements of this RFQ and any attachments thereto, the undersigned proposes to furnish the contracted services as required pursuant to the aforementioned documents at the below quoted terms.

HOURLY RATE

Hourly rate for Maintenance services \$ _____

PAYMENT TERMS

The following payment term options and discounts are quoted (the University's suggested payment terms are NET 30). Bidder may offer additional payment term options and discounts for the University to consider.

Addenda Checklist

Receipt is hereby acknowledged of the following addenda to this RFQ.

(initial if applicable)

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____

Respectfully submitted,

By: _____

Authorized Signature

Date: _____