

Title of RFP: RFP2025-0003-ACCS

RFP Issue Date: March 26, 2025

Purpose: Select a simulator unit capable of instruction in the areas of heavy equipment, forestry equipment, emergency response vehicles, commercial transportation vehicles and an enclosed, powered, conditioned trailer to use as transport and training base.

Procurement Method: Invited competitive proposals

Contract Term: Software Licenses – three (3) years with option to renew two (2) additional one-year terms

Issuing Office: Alabama Community College System, Innovation Center

Issuing Office Point of Contact: Houston Blackwood, email: houston.blackwood@accs.edu

Deadline for Receipt of Proposals: April 16, 2025, 2 p.m. CST



SECTION I:

INTRODUCTION

The Alabama Community College System (ACCS) is seeking proposals from qualified and experienced companies to provide comprehensive simulator training units for heavy equipment, forestry equipment, emergency response vehicles, commercial transportation vehicles and fully enclosed trailers capable of transporting and powering two simulator units. The combined package should include options for simulator software upgrades and warranties on hardware as well as initial setup assistance and technical support throughout the warranty period.

ORGANIZATIONAL HISTORY:

The ACCS Innovation Center, a division of the Alabama Community College System, brings together the state's community colleges, business and industry, and community partners to develop rapid, industry-recognized non-credit training within some of the state's most in-demand career fields. The Innovation Center's Skills for Success courses have enrolled more than 31,000 Alabamians in rapid career training for in-demand jobs. The ACCS Innovation Center is actively working with consortium partners in the Construction, Transportation, and Forestry industries to continue to develop training for entry-level and advanced skills training for new and incumbent workforce. The Innovation Center also works with our community colleges and their local high schools to promote job opportunities through skills training for these industries.

SECTION II: PURPOSE OF RFP

The ACCS invites responses to this RFP to engage a qualified and experienced company to provide a simulator unit capable of instruction in the areas of heavy equipment, forestry equipment, emergency response vehicles, commercial transportation vehicles and an enclosed, powered, conditioned trailer to use as transport and training base. The proposal shall not be limited to the general requirements listed below and each vendor is encouraged to respond with their ability to perform or expand on each item as well as provide additional capabilities not listed.

SECTION III: SCOPE OF SERVICES

The Alabama Community College System requires that the successful proposer provides, at a minimum, the following scope of services:

1. Six (6) - Simulator Units with a minimum of the following:
 - a. Mobile unit, plastic cover and metal frame and screen brackets
 - b. 1 pc Motion Base
 - c. 1 pc machine seat
 - d. 2 pc joysticks with armrest and Quick-switch
 - e. 1 kit Paddle Joysticks with Quick-switch for wheel loader and forklift

- f. 1 pc Computer, VR-ready
 - g. 1 pc Touch screen
 - h. 1 pc Android pad with Trimble and Topcon GPS system
 - i. 1 pc VR Walk Around Instructor/Supervisor Tool & Pre-operational Inspection
 - j. 4 pcs (4) 43" LED screens, three front and one rear
 - k. 1 pc Steering wheel with blinkers
 - l. 1 kit Pedals, accelerator, and brake
 - m. 1 kit Track pedals
 - n. 1 kit HP Reverb G2 VR Headset
 - o. 1 kit Instructor's station with computer, 24" screen, keyboard and the client software
2. Software License for a minimum of the following:
- a. Track Excavator
 - b. Bulldozer
 - c. Wheeled Front Loader
 - d. Forklift
 - e. Track Loader/Skid Steer
 - f. Motor Grader
 - g. Articulated Hauler
 - h. Timber Crane Truck
 - i. Telescopic Handler
 - j. Car
 - k. Bus
 - l. US 18-Wheeler
 - m. Ambulance
 - n. Fire Truck
 - o. Forestry Harvester
 - p. Forestry Forwarder
3. Three (3) - 24 Foot Transport and Deployment Trailer
- **Standard Features:**
 - Frame:
 - Aluminum Tube Construction
 - 6-Sided Welded Frame
 - Integrated Tongue
 - 16" O/C Floor Crossmembers
 - ATC Cross Track Wall Design
 - 2" x 5" Subframe Tubing
 - 3 Year Structure Warranty
 - Spread Axles w Kick Downs
 - 49" Extended Tongue
 - Winch Plate

- Beavertail Floor
 - Brushed Cast Corners w SS Trim
- **Mechanical:**
 - Torsion Axles
 - ST 225 - Alum Wheels
 - Entrance Door 36"
 - Safety Chains
 - A-Frame Coupler
 - 4,000# Ramp Door
 - Aluminum Bar Locks w SS Hasp
 - Ramp Transition Flap
 - 12" Slimline Tail Lights
 - (4) Recessed D-Rings
- **Additional Details:**
 - One-Piece Aluminum Roof
 - .030 Screwless Alum Exterior
 - 24" Stone guard
 - 3/8" Engineered Walls w Cove
 - 3/4" Engineered Floor
 - 16" O/C Roof Crossmembers
 - Open Stud Ceiling
 - (1) Dome Lights w Wall Switch
 - 4" Lower and 4" Upper Trim
 - Color Matched Rear Header & Verticals
 - Rear Spoiler w (3) LED Lights & BU
 - Modular Track system for load management
- **Dimensions:**
 - Front Shape: Flat Front - Cast Corner
 - Box L x W: 24' x 8.5'
 - Interior: 23'10" x 97" x 84"
 - Overall: 29' 6" x 102" x 113"
 - Rear Door Opening: 90" x 83"
 - Deck Height: 20"
 - Hitch Height: 19"
- **Capacities:**
 - Axles: Quantity/Rating: 2/ 5,200#
 - GVWR: 9,900#

- Curb Weight: 3,200#
- Payload: 6,700#
- Ball Size/ Coupler Rating: 2 5/16" / 10,000#
- Wheels: 15" Aluminum
- Tires: ST225/75R15 LRE
- Power Connection: 7-Way
- Electric Tongue Jack (3500#)
- **Trailer Interior Features:**
 - Black Coin Floor
 - Ramp and Trans Flap
 - Alum Ceiling (.030 White) & Sp Cover (Black)
 - Alum Walls (.030 White)
 - Premium Escape Door
 - 30 Amp Breaker Box w/ Convertor:
 - (2) Int Outlets - (1) w USB (1)
 - Ext Outlet
 - (4) 49" LED Lights - Ceiling
 - 25' Shore Cord A/C Prep
 - 12v Lithium Battery
 - (2) USB Cove Ports
 - (2) CS scene lights
 - Alum Slide Out Step (N/A 16')
 - Upper and Lower Cabinets with drawers
 - Insulated R3 Walls/R6 Ceiling (Req Ceiling)
- **Electrical Features:**
 - A/C 15,000 BTU w Heat Pump & Thermostat
 - LED Porch Light w/Switch
 - 2- 12V Scene Lights (Curbside)
 - 2- 12V Scene Lights (Roadside)
 - 12V Powered Roof Vent (Front)

4. Training and Onboarding:

- a. Comprehensive training sessions for system administrators and end-users on software functionality and best practices.
- b. Training materials, user manuals, and documentation to support the implementation and ongoing usage of the software.
- c. Optional on-site or virtual training sessions tailored to the specific needs of our colleges and system.

5. Technical Support and Maintenance:

- a. Timely and responsive technical support to address software-related queries and issues.
- b. Regular software updates and enhancements to ensure compliance with evolving software packages.
- c. Assistance with troubleshooting, bug fixing, and system maintenance.
- d. Ability to provide data security compliance for student demographic data and training records
- e. Ability to provide backups for student demographic data and training records.

SECTION IV: SUPPORT SERVICES

The Alabama Community College System requires that the successful proposer provides, at a minimum, the following scope of support services:

1. Provide an accessible Help Desk with response time of no greater than 24 hours during normal business operations for issues with hardware or simulator unit troubleshooting.
2. Provide real time technical support during normal business hours for virtual applications, software, and Admin access to student records.

SECTION V: FUNCTIONAL REQUIREMENTS:

Proposer shall provide quotes per simulator and trailer, or as a package, as described above with the ability to complete the following activities:

1. Simulators which roll independently and can be unpacked for use.
2. The ability to load, store, and secure all components of and on the simulators.
3. Powering the trailer with generator or external power supply for simultaneous use of the simulators, lights, and AC/Heat units.
4. Provide simulated instruction on separate simulators, via VR headsets, or in linked use
5. Ability of system Admin to edit user accounts, roles, and permissions

SECTION VI: PRICING:

Proposal shall include pricing for the following:

1. Simulator Chair (based on scope of service in section 3 above)
2. Transport Trailer (based on scope of service in section 3 above)
3. Three-year price for the Services, Support, and upgrades needed for use of all software licenses offered in its proposal.
4. Options to renew software license at same or reduced price annually for up to two (2) one-year additional terms.
5. Provide separate warranty options for the simulators and trailers.

SECTION VII: PROPOSAL REQUIREMENTS:

Interested vendors are requested to submit a detailed proposal addressing the following points:

1. Company Overview: Provide a brief overview of your company, including its history, experience, and expertise in simulator hardware products, software, and support services. Please include specific examples of past projects similar to what is being requested.
2. Product Hardware and Software Features and Functionality:
 - a. Describe the key features and functionality of your simulation hardware and software.
 - b. Highlight how your software specifically addresses simulation training for construction, transport, traffic, agriculture, and forestry.
 - c. Describe how well the product integrates with learning management systems such as but not limited to Canvas.
 - d. Describe the scalability of the hardware and software. Can the solution grow to future needs?
 - e. Describe the analysis & reporting capabilities included with the solution.
 - f. Include any relevant certifications or compliance with industry standards.
 - g. Include screenshots to support the narrative describing the user interface and functionality.
3. Training and Support:
 - a. Outline your training approach and methodology for system administrators and end-users. Please include expected duration and frequency of training sessions.
 - b. We anticipate that training sessions will include initial in-person training and demonstrations
 - c. Explain the support services you offer, including response times, support channels, and escalation procedures.
 - d. Provide examples of training materials and documentation available to users.
4. Systems Maintenance:
 - a. Describe the system maintenance schedule.
 - b. What times are the service typically unavailable due to scheduled maintenance windows?
 - c. What notification is given for emergency maintenance or outages?
5. Security and Compliance Requirements
 - a. How will student user data be shared with ACCS?
 - b. How are Administrator, Facilitator, and User permissions assigned?
 - c. Are role-based user permissions supported?
 - d. Where will the student demographic and training data be stored?

- e. How will data be secured? What security standards and policies are in place to protect the data?
 - f. Describe the audit and compliance methods in use to verify security, data backups, and the disaster recovery plan.
 - g. Vendor must acknowledge the willingness and ability to adhere and comply with the Alabama Community College System Information Security Program (Appendix A).
6. Implementation Plan:
- a. Provide a detailed implementation plan that outlines the steps, milestones, timeline, and resources required for successful deployment.
 - b. Describe the utilization of any third-party implementation partners
 - c. Highlight any potential challenges or dependencies that may impact the implementation process.
7. Pricing and Licensing:
- a. Present your contract durations and detailed pricing model, including licensing fees, implementation costs, and any recurring charges.
 - b. Clarify whether the pricing structure includes ongoing support and software updates or if they are billed separately.
 - c. Consider discount pricing for up to six (6) simulators and three (3) trailers
8. Vendor Qualifications:
- a. Responding vendors should show demonstrated experience and competence in designing, installing, and maintaining a similar system for higher education entities.
 - b. Provide specific details about the dedicated resources to this project, such as the number of personnel and their qualifications.
9. Client References: Include a list of current client references, preferably from higher education institutions, who have utilized your simulation hardware and software and support services.
10. Describe financial stability and key corporate financial goals planned for the next five years.
- a. If a public corporation, provide your most recent audited financial statements. If privately held, provide a copy of your balance sheet and profit and loss statement for the past three years. Financial information is to be in a sealed envelope within the submittal.
 - b. The requested documentation will be used to assist the System in determining the financial health of your company. If unable to or unwilling to comply, you must provide alternate documentation to satisfy this requirement. Failure to include financial documents in your response could disqualify your submission.

11. Any additional information deemed important in assessing your firm's ability to provide the services requested.

SECTION VIII: PROPOSAL SUBMISSION:

The ACCS will select based on completeness and clarity of the proposal, understanding of the scope of work, prior experience, references, fees, and other factors which in the judgment of ACCS staff might have an impact to the provider's ability to provide services to the ACCS. In order to submit a response, Responders must read and follow all instructions, terms, conditions, and specifications of this RFP.

1. Responses must be received by April 16, 2025, by 2:00 p.m. (CST) at:

Use address below for FedEx, UPS or USPS Express Mail

Alabama Community College System
Attention: Robin Head, Fiscal Agent
135 South Union Street, Suite 451
Montgomery, AL 36104

Use address below if sending by regular or certified mail through USPS.

Alabama Community College System
Attention: Robin Head, Fiscal Agent
P.O. Box 4504
Montgomery, AL 36130-4504

Email: robin.head@accs.edu

****Late responses will not be accepted****

2. Responses may be submitted or delivered by regular mail or postal service, express or courier service, or hand delivery within a single sealed envelope or package, where the outside clearly identifies vendor name, RFP2025-0003-ACCS, and Deadline to Respond April 16, 2025, 2:00 p.m. CST. Email and faxed responses are not accepted.
3. It is the proposer's sole responsibility to ensure delivery in the Fiscal Office by the deadline. ACCS does not accept late responses for any reason including those due to postal or courier service delays.
4. ACCS requires an original and one exact digital copy on a USB drive of the signed response to include any required addendum(s) and documentation. The original and the copy should be submitted together as a response package.
5. An authorized officer of the proposer must sign all proposals in ink and obtain proper notarization; failure to do so will result in rejection of response.

6. No response may be withdrawn without approval from the Alabama Community College System. Any request for withdrawal must be in writing to the Alabama Community College System representative within received within five (5) days after the opening date with justification for reason of withdrawal. No response may be withdrawn after awards have been made. The vendor will be required to provide the item or service quoted at the price quoted. If a withdrawal is made after the award the vendor will be considered in default.
7. Any further information or interpretation of the product and services requested must be submitted to Houston Blackwood (houston.blackwood@accs.edu) no later than 2:00 pm CST April 9, 2025. Answers to such requests will be placed on the ACCS website at <https://www.accs.edu/vendors/>. The title of the RFP must be referenced in the subject line. Written replies of general significance will be posted with the RFP.

No one-on-one conversations are allowed. Vendors should not contact anyone outside of the contacts listed on this RFP. Prospective vendors acknowledge that no other source is authorized to provide information concerning this request. Vendors failing to comply risk being removed from consideration.

8. It is anticipated that a short list of vendors may be invited or required to make a presentation to ACCS. Presentations will give vendors the opportunity to review proposal highlights, introduce their team and articulate why they are best able to meet the needs of the System. Presentations will be included in the final evaluation of the vendor's response to this solicitation.

SECTION IX: PROPOSER'S RESPONSIBILITY

A proposer, by submitting a Proposal, represents and understands that:

1. The proposer is familiar with the conditions under which the services defined in this RFP must be performed. The proposer possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the ACCS; and
2. The proposer shall be solely responsible for all services provided. It is the responsibility of the proposer to verify the completeness of the requirement and its suitability to provide the services described in this RFP.

SECTION X: GENERAL TERMS

1. All responses become a matter of public record at award. The ACCS accepts no responsibility for maintaining confidentiality of any information submitted with a response whether labeled confidential or not.
2. The Alabama Community College System reserves the right to reject any or all responses and to waive informalities in the best interest of ACCS. The Alabama Community College

System reserves the right to not make any awards and re-issue this RFP at any time if it serves the ACCS' best interest.

3. The successful proposer shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
4. The successful proposer shall be required to complete a State of Alabama Disclosure Statement. Alabama Act# 2001-955 requires the disclosure statement to be completed and filed with all proposals, responses, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Any changes to the status of the information on this form will require the submission of an updated form to ACCS.
5. All selected vendors are required to complete the Alabama Immigration Law Compliance documents and IRS Form W-9.
6. Verification of enrollment in the E-Verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your response. To enroll in the E-Verify program visit <https://www.e-verify.gov/mye-verify>.
7. The ACCS reserves the right, for its convenience and without cause or penalty, to terminate any contract for services at any time with 30 days written notice. This provision may not be changed by subsequent contract.
8. Notwithstanding any other provision in this RFP, the proposing vendors acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
9. The vendor shall observe, perform and comply with or require compliance with all federal, state, and local laws, ordinances, rules and regulations and all amendments thereto which in any manner may affect the operation and vendor's activities undertaken pursuant to this agreement. The vendor shall also comply with all state and local building, fire, health, zoning laws, codes and/or regulations that affect or that are applicable to the vendor's activities and operations.
10. Alabama law (section 41-4-142, code of Alabama 1975) provides that every proposal submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting a proposal in response to this Request for Proposal, the bidder is hereby certifying that they are in full compliance with Act No. 2006- 557, they are not barred from bidding or entering into a contract pursuant to 41-4-142, and acknowledges that the Alabama Community College System may declare the contract void if the certification is false.

11. Any contract resulting from an award in connection with this RFP shall include the following terms:

- a. This agreement shall be governed and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict of laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Alabama.
- b. It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26.
- c. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void.
- d. Contractor understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.
- e. By signing this agreement, the parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
- f. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
- g. In compliance with Act 2016-272, the parties hereby certify that they are not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
- h. This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.
- i. The Contractor shall provide all materials, supplies, workspace, personnel, and equipment that it deems necessary to perform the services provided for herein.
- j. The relationship between the parties is that of independent contractors. Nothing contained herein shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.
- k. In accordance with Alabama Act 2023-409, the contractor does hereby verify that, without violating controlling law or regulation, it does not and will not, during the term of the contract, engage in economic boycotts.