

## Children & Families of Iowa

### Request for Bid: Virtual Reality / Augmented Reality System

**Issue Date:** December 12, 2022

**Issued By:**

Children & Families of Iowa  
1111 University Avenue  
Des Moines, IA 50314  
515-288-1981 [www.cfiowa.org](http://www.cfiowa.org)

#### I. GENERAL INFORMATION

**Company Background:**

Children & Families of Iowa (CFI) is a non-profit, 501.c.3 human-service organization that has been operating in the State of Iowa for over 134 years. CFI's mission is *Restoring hope, building futures and changing lives*. CFI provides a wide variety of programs centered on this mission for Iowans, such as behavioral health services for all ages; early childhood education; support and training for child welfare and juvenile justice-involved families; domestic violence services; and workforce support and training programs.

CFI provides WIOA Title I workforce services for youth/young adults, 14-24 years old, and adults and dislocated workers of all ages, in 24 of Iowa's 99 counties. This RFB is primarily focused on serving those seeking Title I support for career exploration and training with a virtual reality/augmented reality solution. This contract will be a fixed fee service subscription.

**Children & Families of Iowa's VR/AR RFB Point of Contact:**

Cheryl Johnson  
Children & Families of Iowa  
1111 University Avenue, Des Moines, IA 50314  
[cherylj@cfiowa.org](mailto:cherylj@cfiowa.org)

**Intent to Bid:**

Interested bidders are encouraged to submit an Intent to Bid to the RFB point of contact, Cheryl Johnson, at [cherylj@cfiowa.org](mailto:cherylj@cfiowa.org) no later than 5:00 pm on December 20, 2022. Although not required, bidders who submit an Intent to Bid will be notified directly by CFI if any changes or revisions are made to the RFB prior to closure of the submission period.

**Questions:**

Written questions from applicants must be submitted via email. Please include the following heading in the email subject line: "VR-AR System RFB Questions" and submit to [cherylj@cfiowa.org](mailto:cherylj@cfiowa.org) no later than 5:00 pm on December 23, 2022.

**Revisions to RFB:**

If revisions to this RFB are necessary prior to the proposal due date, CFI shall provide the revisions to all prospective contractors that were sent this RFB. An addendum to the RFB will also be published on CFI’s website and the websites for the Central, North Central and Northwest Iowa Workforce Development Boards, as listed here:

<https://cfiowa.org/category/announcements/>

[Central Iowa Procurement | www.iowawdb.gov](#)

[North Central Procurement Policies and Procedures | www.iowawdb.gov](#)

[Procurement Policies and Procedures | www.iowawdb.gov](#)

It remains the responsibility of all contractors to check these websites for any revisions issued prior to the submission date.

**Cancellations:**

CFI reserves the right to cancel this RFB, accept or reject any or all proposals received in whole or in part, and to conduct discussions with all qualified or potentially qualified contractors in any manner necessary to serve the best interests of CFI. CFI also reserves the right, in its sole discretion, to award a contract based upon the written proposals received without discussions or negotiations. Any protests or disputes related to this RFB or the contract shall be subject to binding, private arbitration.

**Expenses:**

CFI will not be responsible for any costs incurred by any contractor in preparing and submitting a proposal, providing a presentation or demonstration, or in performing any other activities related to submitting a proposal in response to this RFB.

**Compliance:**

By submitting a proposal for this RFB, the selected contractor agrees that it will comply with all federal, State and local laws applicable to its activities and obligations under the finalized contract.

**Confidentiality:**

This RFB plus any other documents released, information provided, discussions, etc. as part of the selection process, are strictly confidential and should not be divulged to anyone who is not directly involved in the preparation of the response. Additionally, all information within this proposal or gained during the RFB or other processes will remain confidential by the vendor. No information or publicity will be allowed to any third party unless specific written authorization is obtained from CFI.

**II. RFB TIMELINE:**

DATE	DETAIL
December 13, 2022	RFB issued by CFI and posted to websites
December 20, 2022	Intent to Bid Due to CFI RFB contact by 5:00 pm

December 23, 2022	Questions on the RFB due to CFI RFB contact by 5:00 pm
December 30, 2022	CFI responses to questions emailed to applicants by 5:00 pm
January 23, 2023	Submission due to CFI RFB contact by 5:00 pm
January 24, 2023	Bids unsealed and review of bids begins at 9:00 am
On or before February 28, 2023	Announcement of Award of RFB made by CFI by 5:00 pm

\*Dates outlined are subject to change.

### III. SCOPE OF WORK:

CFI seeks a contractor to provide virtual reality/augmented reality (VR/AR) headsets for youth/young adults and adults enrolled in WIOA Title I programs through CFI. CFI estimates contracting for a minimum of six (6) headsets to be used throughout the 24 counties CFI currently covers, with the option to add additional headsets as needed.

CFI intends to utilize this technology to assist individuals in the following ways:

- exploration of in-demand career pathways such as advanced manufacturing, health care, skilled trades, transportation and logistics, information technology, etc.
- preparation for job interviews
- soft skills and leadership skills training
- transferable workplace skills such as measurements and workplace safety

Successful contractor shall have specialized knowledge in and ability to provide software solutions, hardware solutions and/or consultation services to develop a sustainable VR or AR system(s) applicable for the use in career readiness and workplace readiness settings.

Successful contractor to provide comprehensive staff training so CFI staff can assist participants to use the products appropriately. Contractor to provide on-going technical support and timely updating of equipment and all required technology. The VR/AR system should allow for the ability to collect data and create performance metrics, scores and/or insights of the users.

Successful contractor will be expected to assign a dedicated account manager or single point of contact for day-to-day management, invoicing and technical assistance.

### IV. PROPOSAL SUBMISSION AND FORMAT:

The contractor will submit two electronic copies (pdf and an editable version) of the VR/AR system RFB proposal to the RFB point of contact, Cheryl Johnson, at [cherylj@cfiowa.org](mailto:cherylj@cfiowa.org) no later than 5:00 pm on January 23, 2023.

#### Proposal Format:

The RFB proposal shall include all items detailed below and in this order:

- A. Title Page: Include Bidder information: Legal entity, contact name, address, phone, email

B. Confidentiality Statement: Contractor to include a statement of confidentiality – see Section I of this RFB

C. Executive Summary: Brief overview of the contractor’s proposal

D. Company / Organization Information and Qualifications:

- Provide your company’s mission statement and nature of your company’s business operations
- Describe your company’s experience providing similar services/products
- Describe your company’s capability and capacity to provide this service
- Describe the best practices that set you apart from your competition

E. Bid Proposal: Address the Scope of Work outlined in Section III of this RFB, to include:

- List career pathways and existing experiences/trainings currently available through your products
- Detail ability of products to be used by a single participant and/or by a group of participants simultaneously
- Timeline and details for implementation, including roll-out plans for a new contract with timeframes, scope of staff training, equipment delivery times, etc.
- Provide details of ongoing customer support that will be offered after the program is active (in-person, on-line, etc.)
- Describe plans for updating technology and adding/deleting modules from the catalog

F. Budget/Pricing plan: Respondents should identify the cost of providing the products and services described in this RFB. Pricing should be comprehensive and include any subscription costs associated and/or services provided, and the renewal timeframes associated.

- Volumes: Please include any volume discounts associated with these products and/or services. As additional funding becomes available, additional agreements may be considered.
- Duration: Please include options for the length of initial contracts.
- Note: Pricing quotes will remain in effect for 180 days, following full RFB submissions. Agreed upon pricing will be firm for the duration of the contract. Should a price increase be warranted, the contractor will provide an addendum to CFI at least 30 days prior to the effective date, detailing justification for the increase.

G. References – provide three references for services and products, similar in size and scope to this RFB.

## **V. EVALUATION AND AWARD**

Below is the grading scale that CFI will use to evaluate proposals and is included here for your reference:

<b>Category</b>	<b>Detail</b>	<b>Weight</b>
Pricing & Incentives	Overall Pricing	10%
Performance	Timeline and Past Performance	30%

Technical Requirements	Data collection/reporting; Existing training/program content; Training/programs with credentials; Consultation; Content creation	60%

**Announcement of Award**

CFI will contact the successful bidder by email by 5:00 pm on or before February 28, 2023 and will also respond in writing. CFI will send notification in writing to all vendors who submit proposals that are not selected within 14 days of the award announcement.