

**REQUEST FOR PROPOSALS  
Virtual Reality Classroom Software and Equipment  
For  
PIERPONT COMMUNITY & TECHNICAL COLLEGE**

**PIERPONT COMMUNITY & TECHNICAL COLLEGE  
500 GALLIHER DRIVE, ROOM 201c, FAIRMONT, WV 26554**

**RFP Issued: April 16, 2025**

**RFP Due: May 1, 2025**

**Submit Response To: David Williams**  
Director of Procurement  
Pierpont Community & Technical College  
500 Galliher Drive, Room 200L, Fairmont, WV  
26554

**Questions/Clarifications** The College respectfully requests that respondents refrain from questions or inquiries during the RFP process. If, however, you need to do so, please direct these questions via email to:

**Dwilliams29@pierpont.edu**

By way of this Request for Qualifications/Request for Proposals RFP, Pierpont Community & Technical College (PCTC) will be considering proposals to provide Virtual Reality Classroom Software and Equipment.

The purpose of this RFP is to obtain information that will enable Pierpont Community & Technical College to select, with respect to such services, The Virtual Reality Classroom Software and Equipment.

If your Company/Organization is interested in providing services/products as outlined herein in the Scope of Services section, on behalf of the College, please submit to the College a detailed summary of your Company/Organization's qualifications in accordance with this RFP ("Response"). The deadline for receipt of all materials responsive to this RFP is **May 1, 2025 at 3:00 pm** (the "Response Deadline"). Note that Responses delivered after the Response Deadline may not be considered. Responses will be date stamped to record receipt thereof. The Responses may be emailed, mailed or delivered in person during normal business hours, which are 8:00 am to 4:00 pm, Monday through Friday. The delivery of RFPs is the sole responsibility of the business/organization. All Responses must be signed and become the property of the Pierpont Community & Technical College. The address for submission is:

**David Williams**

Director of Procurement  
Pierpont Community & Technical College  
500 Galliher Drive, Room 200L, Fairmont, WV 26554

Each is required to submit a Response they deem appropriate to the following requests. Submittals should be brief and concise but provide sufficient clarity to meet the criteria used in the evaluation process. Company Respondents must read the entire RFP prior to submitting questions, as most questions will be answered in this RFP. Please refrain from asking questions regarding the formatting of this RFP. All inquiries should be sent via email to the noted party herein.

By tendering a Submittal, the Respondent acknowledges that it is willing to provide complete services in any of the areas specified as described herein, including labor and other services, as reflected in the Scope of Work Section for the benefit and ownership of Pierpont Community & Technical College.

The College desires to select a Company that can meet or exceed the requirements set forth by the College and provide comprehensive planning and consulting services at the lowest cost and highest quality, that can demonstrate outstanding ability to coordinate and cooperate with Pierpont's administration and staff, as well as with any other Company's, contractors, and vendors that Pierpont may engage in relation to the development of Constituent Service Management System..

Submittals shall respond to all questions, requirements, information, terms, and conditions therein. It is at the sole and absolute discretion of the College to reject any submittal as non-responsive if any responded fail to answer each question fully in this RFP.

## **SCHEDULE OF EVENTS**

<b>EVENT</b>	<b>DATE</b>
<b>Release RFP</b>	April 16, 2025
<b>Last Day to Submit Questions</b>	April 23, 2025
<b>RFP Submittal Deadline</b>	May 1, 2025
<b>Receive and Evaluate Responses</b>	May 5, 2025
<b>Notice to Proceed</b>	May 7, 2025
<b>Note:</b> All dates are subject to revision by the College. Nothing herein binds or shall be construed to bind PIERPONT COMMUNITY & TECHNICAL COLLEGE to enter into any agreement with any party, including any Respondent hereto.	

# PIERPONT COMMUNITY & TECHNICAL COLLEGE

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## REQUEST FOR PROPOSALS

### Virtual Reality Classroom Software and Equipment

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#### SECTION 1: GENERAL INFORMATION

##### 1.1 College Overview:

In 1974 - The Community College was established at Fairmont State College. In 2004, SB 448 reclassified Pierpont Community & Technical College, thereby establishing a Local Consortium District for the Community College. In 2008, the Higher Learning Commission held a focus visit at Pierpont. It recommended that the accreditation achieved in 2003 be reinstated for Pierpont Community & Technical College. Thus, establishing Pierpont Community & Technical College as an independently accredited institution, August 1, 2008,

Pierpont is headquartered in Fairmont, West Virginia, in I-79 Technology Park campus in the Pierpont North Central West Virginia Advanced Technology Center (ATC), a 65,000+ square foot facility on 2.5 acres located in the park. On April 1, 2021, Pierpont Community & Technical and Fairmont State University executed a Final Separation Agreement.

Pierpont CTC serves a 13-county area in North Central West Virginia, with facilities at the Pierpont North Central West Virginia Advanced Technology Center in the I-79 Technology Park in Fairmont, WV, the Gaston Caperton Center in Clarksburg, WV, the National Aerospace Education Center at the North Central WV Airport in Bridgeport, WV, the Pierpont Center at the Braxton County High School in Flatwoods, WV, the Pierpont Center in Morgantown, WV, and the Pierpont Center at the Lewis County High School in Weston, WV.

Pierpont CTC offers General Business/Accounting, Liberal Studies, Criminal Justice, and the competitive Physical Therapist Assistant Program at the Gaston Caperton Center, a higher education regional campus facility located at 501 West Main Street downtown Clarksburg, WV. The Center is a 36,000 square-foot facility.

Additionally, Pierpont offers various programs at the Pierpont Center at the Braxton County High School in Flatwoods, WV, just off South I-79 Exit 67. Courses offered to include General Education courses and Associate Degree programs and a Licensed Practical Nurse (LPN.) program under the School of Health Careers.

Pierpont offers 37 Associate in Applied Science (AAS) degree programs; two (2) Associate of Arts (AA) degree programs; nine (9) Certificate of Applied Science; fifteen (15) Advanced Skill Set Certificates; and eighteen (18) Skill Sets. A number of the associate degree programs transfer to four-year baccalaureate programs at other state-supported institutions. Courses are offered online and through an interactive video, network to increase access for students across the large geographic area served by the College.

Pierpont is part of the state's growing high technology corridor, with a metro area of about 50,000 residents. With an enrollment of more than 2,100 students an academic year. Pierpont currently offers a combination of more than 40 Associate of Arts, Associate of Applied Science, Certificate of Applied Science degree programs, Advanced Skill Sets, and Skill Sets. Pierpont has multiple satellite campuses. Pierpont provides workforce training and continuing education for the service region, as well as transfer degrees.

Pierpont's Office of Workforce, Community and Technical Education offers a variety of technical training programs and customized training and workforce development programs that address the training needs of employers within the College's designated service area. During the past decade, programs and training have been provided, impacting more than 10,000 employees from more than 25 companies. Additionally, in partnership with local vocational centers, the Region 6 Workforce Investment Board, and other educational partners, Pierpont CTC designs customized certificate programs that emphasize industries and skills in which participants can obtain employment quickly and help to alleviate workforce shortages in critical industries that are targeted for growth and economic impact. These programs are designed specifically for adults with little or no postsecondary education, thus increasing adult access to higher education while providing training that is immediately relevant to the adult's employment goal.

## **SECTION 2: SUBMITTING PROPOSALS**

### **2.1 Proposal Format and Submission**

The Director of Procurement will receive proposals until May 1, 2025. Original proposal RFP shall be submitted to the Pierpont Community & Technical College Procurement Department. The submission must take place prior to the date and time stipulated as the opening date. Each proposal RFP will be date and time stamped on the Procurement Department's to verify the time and date of receipt.

Potential bidders mailing expressions should allow sufficient time for mail delivery to ensure timely arrival. The Procurement Department CANNOT waive or excuse late receipt of an expression that is delayed and late for any reason. Any RFP received after the bid opening time, and date will be immediately disqualified.

The RESPONSE should be concise and The delivered bid must include:

- A cover letter containing a:
  - Executive summary clearly summarizing your solution offering and differentiators:
  - Contact person, his/her signature mailing address, email address and telephone number
  - Brief overview of your corporate history related to higher education.
  - Legal status of the company (private, wholly owned subsidiary, holding company, public, etc.).
  - Work hour availability ex 8:00 am – 4:00 pm Eastern Monday-Friday
  - Sample implementation project plan with approximate timelines

Include all required forms/licenses/certifications

- Meet mandatory requirements or otherwise may result in a proposal being considered nonresponsive and therefore rejected:

All documents and information submitted in response to this request for proposal will be considered public information, pursuant to the West Virginia Freedom of Information Act.

## **2.2 Inquiries:**

Questions and requests for clarifications must be submitted in writing and delivered by US Postal Service, courier service, fax, or email. Questions and request for clarification will be received until April 23, 2025 and must be directed to:

David Williams, Director of Procurement  
Pierpont Community & Technical College  
Office of the Director of Procurement  
500 Galliher Drive  
Fairmont, WV 26554  
Telephone: (304) 333-3717  
Email: [dwilliams29@pierpont.edu](mailto:dwilliams29@pierpont.edu)

**Potential bidders, or anyone on the potential bidders' behalf, are not permitted to contact any members of the evaluation committee.** Violation may result in the rejection of the RFP. The Director of Procurement listed above is the sole contact for all inquiries after this RFP has been released.

This RFP answers questions, requests for clarification, and any additional information regarding the RFP will be posted on the following URL. It is the vendor's responsibility to check the webpage for addenda and additional information regarding this RFP. Please acknowledge receipt of the addenda in the proposal.

## **SECTION 3: SCOPE OF PROJECT**

Requirements included below are key functionality for Pierpont CTC's constituents. Vendors should describe how the proposed solution meets these requirements. Clear and concise responses are requested enable the College to comply with said requirements strictly. Each Consultant responding to this RFP should be prepared and equipped to provide full service to the College in an expeditious and timely manner and on relatively short notice to enable the College to meet critical time deadlines and schedules.

The purpose of this project is to procure high-quality Virtual Reality (VR) simulations and supporting equipment to enhance experiential learning and workforce training across targeted higher education academic and technical programs. The VR solution will be integrated into the institution's instructional ecosystem to support immersive, competency-based learning experiences that align with program outcomes, industry standards, and evolving educational delivery models.

The following concentration areas must be covered at a minimum:

Architecture and Construction  
Arts and Communication  
Health Sciences  
Hospitality and Tourism  
Information Technology  
Manufacturing  
Transportation and Logistics  
Welding

**The selected vendor will be responsible for providing the following based on fifty (50) user licenses and headsets.**

#### 1. VR Simulation Software

Professionally developed, interactive VR simulations aligned with specific program needs (e.g., healthcare, industrial technology, public safety, etc.).

Simulations must include learning objectives, assessment tracking, and multi-user capabilities when applicable.

Simulations must comply with industry standards.

All content must be compatible with institutional Learning Management System-Blackboard Ultra.

Setup, installation support, and training for faculty/staff must be provided.

#### 2. VR Equipment and Hardware

Head-mounted displays (HMDs), motion controllers, charging stations, and optional accessories (e.g., haptics, tracking sensors) suitable for classroom and mobile deployment.

Hardware must be durable, commercially supported, and include a warranty.

Setup, installation support, and training for faculty/staff must be provided.

#### 3. Implementation and Technical Support

Consultation services for integration planning, deployment, and classroom implementation.

Technical support (remote and/or on-site) during implementation and for a defined maintenance period.

Faculty and staff onboarding, including training materials, live demonstrations, and recorded instructional videos.

#### 4. Licensing and Updates

Clear licensing terms for all software and content. Preference will be given to institutions with perpetual or multi-year licensing models.

Proposals should include details regarding updates, new content access, and any associated fees.

#### 5. Evaluation and Reporting Capabilities

Built-in analytics to track learner performance, time on task, and skill mastery.

Ability to export data in formats compatible with institutional assessment and reporting systems.

### **SECTION 4: EVALUATION AND SELECTION PROCESS**

- 4.1** All acceptable proposals will be evaluated by a Pierpont Community & Technical College Facility Master Plan Working Group committee based on the criteria listed in this RFP and in accordance with the WV Higher Education Purchasing Regulations.
- 4.2** The evaluation committee may elect to interview one or more companies. Interviews may be conducted in person or by telephone/video conference call. If interviews are held, final adjustments in the evaluation scoring will be made following the interview. The proposal receiving the highest overall score will be declared the most advantageous.
- 4.3** Evaluations will be based on overall services, qualifications, and recent experience and costs presented in the proposal. An award will be made based on the evaluation committee's determination of the best-qualified Company to provide the services. A contract will not necessarily be awarded to the vendor submitting the lowest cost proposal. Pierpont Community & Technical College shall select the best value solution.
- 4.4** Pierpont Community & Technical College reserves the right to accept or reject any or all expressions if it is in the best interest of the College to do so and to waive any irregularities in the Response received when such irregularities are not in conflict with the West Virginia Code or the Higher Education Purchasing Regulations. The College also reserves the right to withdraw this RFP at any time and for any reason.

### **SECTION 5: OTHER PROVISIONS**

- 6.1** Pierpont Community & Technical College reserves the right to add additional related services based on the original offer. Upon mutual consent of the College and the successful Company on pricing, performance, etc., the additional services may be added to the contract.
- 6.2** All expenses incurred in the preparation and submission of proposals or for any oral interviews are the exclusive responsibility of the vendor. Proposals will become a matter of public record and open for inspection following the announcement of the award.



- 6.3** The successful Company must be a registered vendor with the Purchasing Division, West Virginia Department of Administration, and have a valid vendor number.
- 6.4** The successful Company must have a current W-9 Request for Taxpayer Identification Number Form on File with the Finance Division, Financial Accounting, and Reporting Section, WV Department of Administration, and have a valid vendor number.
- 6.5** Payment for services, not to exceed the maximum proposed, will be made monthly in arrears upon satisfactory completion of the required services, submission of an uncontested invoice, and the acceptance of required reports. Advance payments are not allowed.
- 6.6** Pierpont Community & Technical College and the State of West Virginia are exempt from federal and state taxes and will not pay or reimburse such taxes. The Company may request a tax exemption certificate.
- 6.7** The proposal shall provide complete and total compensation for the scope of work identified herein. Pierpont Community & Technical College must approve additional services and additional compensation if deemed appropriate, and an approved change order is required before payment can be made.
- 6.8** Discussions and interviews may be held with individuals or under final consideration prior to selecting for the award; however, a proposal may be accepted without such discussions or interviews. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, Pierpont Community & Technical College reserves the right to undertake negotiations with the next most advantageous Company/Organization without undertaking a new procurement process.
- 6.9** The State's WV-96 is attached to demonstrate the State law and guidelines, which must be adhered to in any contracts presented to the College for execution. The successful vendor must be registered with the WV Department of Administration prior to any award, pay the registration fee, and have a valid vendor number.
- 6.10** INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000.00 (one hundred thousand dollars), the vendor must submit to the Commission/Institution a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre- award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this RFP/RFB or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**STATE OF WEST VIRGINIA  
ADDENDUM TO VENDOR'S STANDARD CONTRACTUAL FORMS**

State Agency, Board, or Commission (the "State"):

Vendor:

Contract/Lease Number ("Contract"):

Commodity/Service:

The State and the Vendor are entering into the Contract identified above. The Vendor desires to incorporate one or more forms it created into the Contract. Vendor's form(s), however, include(s) one or more contractual terms and conditions that the State cannot or will not accept. In consideration for the State's incorporating Vendor's form(s) into the Contract, the Vendor enters into this Addendum which specifically eliminates or alters the legal enforceability of certain terms and conditions contained in Vendor's form(s). Therefore, on the date shown below each signature line, the parties agree to the following contractual terms and conditions in this Addendum are dominate over any competing terms made a part of the Contract:

1. **ORDER OF PRECEDENCE:** This Addendum modifies and supersedes anything contained on Vendor's form(s) whether or not they are submitted before or after the signing of this Addendum. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THIS ADDENDUM, THIS ADDENDUM SHALL CONTROL.**

2. **PAYMENT** – Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

Any language imposing any interest or charges due to late payment is deleted.

3. **FISCAL YEAR FUNDING** – Performance of this Contract is contingent upon funds being appropriated by the WV Legislature or otherwise being available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

4. **RIGHT TO TERMINATE** – The State reserves the right to terminate this Contract upon thirty (30) days written notice to the Vendor. If this right is exercised, the State agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are deleted that seek to require the State to (1) compensate Vendor, in whole or in part, for lost profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

Any language seeking to accelerate payments in the event of Contract termination, default, or non-funding is hereby deleted.

5. **DISPUTES** – Any language binding the State to any arbitration or to the decision of any arbitration board, commission, panel or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.

6. **FEES OR COSTS:** Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.

7. **GOVERNING LAW** – Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia.

8. **RISK SHIFTING** – Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.

9. **LIMITING LIABILITY** – Any language limiting the Vendor's liability for direct damages to person or property is deleted.

10. **TAXES** – Any provisions requiring the State to pay Federal, State or local taxes or file tax returns or reports on behalf of Vendor are deleted. The State will, upon request, provide a tax exempt certificate to confirm its tax exempt status.

11. **NO WAIVER** – Any provision requiring the State to waive any rights, claims or defenses is hereby deleted.

- 12. **STATUTE OF LIMITATIONS** – Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.
- 13. **ASSIGNMENT** – The Vendor agrees not to assign the Contract to any person or entity without the State’s prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.
- 14. **RENEWAL** – Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.
- 15. **INSURANCE** – Any provision requiring the State to maintain any type of insurance for either its or the Vendor’s benefit is deleted.
- 16. **RIGHT TO REPOSSESSION NOTICE** – Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.
- 17. **DELIVERY** – All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.
- 18. **CONFIDENTIALITY** – Any provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act (“FOIA”) (W. Va. Code §29B-a-1, et seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the State’s sole discretion.

Any provisions regarding confidentiality or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.

- 19. **THIRD-PARTY SOFTWARE** – If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software’s terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.
- 20. **AMENDMENTS** – The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

Notwithstanding the foregoing, this Addendum can only be amended by (1) identifying the alterations to this form by using *Italics* to identify language being added and ~~strikethrough~~ for language being deleted (do not use track-changes) and (2) having the Office of the West Virginia Attorney General’s authorized representative expressly agree to and knowingly approve those alterations.

State: \_\_\_\_\_

Vendor: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_