

## **White Earth Tribal & Community College (WETCC)**

### **Request for Proposals (RFP):**

#### **Design, Installation, and Support of Classroom Technology for Synchronous Online Learning**

---

### **1. Introduction**

White Earth Tribal and Community College (WETCC) is seeking proposals from qualified vendors to design, supply, install, configure, and support integrated classroom technology systems that will enable high-quality synchronous online instruction. The goal of this RFP is to outfit four (4) existing classrooms with easy-to-use, reliable technology that allows instructors to teach students simultaneously in-person and online using Microsoft Teams.

The proposed solutions must meet or exceed the requirements detailed in this RFP and be suitable for use by instructors with varying levels of technical proficiency. Systems should emphasize simplicity, reliability, audio-visual quality, and seamless integration with Microsoft Teams.

This RFP outlines WETCC's requirements, technical specifications, vendor qualifications, submission instructions, pricing expectations, and evaluation criteria.

### **2. Scope of Work**

WETCC seeks classroom technology solutions that will:

- Support synchronous online instruction using Microsoft Teams
- Provide clear audio and video capture of instructors and students
- Enable instructors to easily start and manage sessions without technical assistance
- Minimize classroom disruption and technical complexity
- Support future scalability and standardization across campus

Each proposal must be priced per classroom, with a total of four (4) classrooms to be equipped.

The selected vendor will be responsible for providing a turnkey solution, including:

- Classroom technology system design
- Supply of all required hardware and software
- Installation and configuration at WETCC's Mahnomon, Minnesota campus
- Integration with Microsoft Teams
- Instructor and staff training
- Documentation and user guides
- Warranty, maintenance, and technical support options

### 3. Technical Requirements

Proposals must clearly address how the proposed system meets or exceeds the following requirements.

#### A. Core Functional Requirements

Each classroom solution must include:

- Video Capture
  - Camera(s) capable of capturing the instructor and classroom
  - Automatic framing and tracking
  - High-definition video suitable for remote learners
- Audio Capture
  - Ceiling, wall-mounted, or wireless tabletop microphones capable of clearly capturing instructor and student voices
  - Echo cancellation and background noise reduction
- Display and Presentation
  - Integration with instructor computer (provided by instructor) and classroom display
  - Ability for remote students to clearly see shared content (slides, documents, demonstrations)
- Instructor Controls
  - Simple, intuitive controls to start/stop sessions
  - Minimal steps required to connect to Microsoft Teams
  - Clearly labeled physical or touch-based control interface preferred

#### B. Microsoft Teams Integration

The system must:

- Integrate with Microsoft Teams
- Require minimal configuration by instructors at the start of class
- Support screen sharing, camera switching (if applicable), and audio management within Teams
- Be compatible with WETCC-managed Windows-based devices

#### C. Ease of Use

Ease of use is a critical requirement. Proposals should emphasize:

- One-touch or near one-touch operation
- No complex login or configuration during class time
- Consistent user experience across all four classrooms
- Limited reliance on instructor personal devices

#### D. Reliability and Performance

The system must:

- Be suitable for daily academic use
- Operate reliably during extended class sessions
- Minimize downtime and reboot requirements

#### E. Physical and Environmental Considerations

Proposals must describe:

- Equipment mounting requirements
- Classroom footprint and aesthetic impact
- Power and connectivity needs
- Any assumptions about existing infrastructure

Classroom spaces are described below.

Classroom	Approximate dimensions (ft)	Seating capacity	Notes
# 206	21 x 25	16	Drop ceiling
#112	25 x 40	22	Hard ceiling
#113	25 x 40	22	Hard ceiling
#111	25 x 37	25	Hard ceiling

#### F. Implementation and Training

Installation and Configuration

The vendor will be responsible for:

- Coordinating installation with WETCC staff
- Fully configuring each classroom system
- Testing all equipment prior to handoff

Training

Proposals must include:

- On-site or virtual instructor training
- Training for IT or designated support staff
- Clear documentation and quick-reference guides

All training costs must be included in the proposed pricing.

#### G. Warranty, Support, and Maintenance

Proposals must clearly describe:

- Warranty Coverage
  - Standard warranty terms for all hardware
  - Optional extended warranty options (if available)

- Technical Support
  - Help desk availability and response times
  - Remote and on-site support options
- Ongoing Maintenance
  - Software/firmware updates
  - Long-term support considerations

#### H. Pricing Requirements

Pricing must be:

- Itemized on a per-classroom basis
- Inclusive of all hardware, software, installation, configuration, training, and documentation

Proposals must include:

- Cost for each classroom
- Total cost for four (4) classrooms
- Any ongoing or recurring costs

#### I. Vendor Qualifications

Proposers must demonstrate:

- A minimum of five (5) years of experience designing and implementing classroom or higher education AV technology
- Experience with Microsoft Teams–based classroom solutions
- Experience serving education environments (preferred)

Proposals must include:

- Company overview
- Relevant project descriptions
- At least two (2) references from similar institutions

### **4. Proposal Response Requirements**

Proposals must include the following sections:

1. Executive Summary
2. Description of Proposed Classroom Solution
3. Technical Specifications and Equipment Lists
4. Microsoft Teams Integration Description
5. Installation and Training Plan
6. Warranty and Support Information
7. Itemized Pricing (Per Classroom)
8. Vendor Qualifications and References

Clarification and interpretation of bidding documents:

Questions regarding clarification or interpretation of the specifications and bidding instructions must be addressed in writing and emailed to Allen Derks, Academic Chair, allen.derks@wetcc.edu, before 4:00 pm April 7, 2026.

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with functional and technical requirements
- Ease of use for instructors
- Quality of Microsoft Teams integration
- Total cost and pricing clarity
- Warranty and support offerings
- Vendor experience and references

## 6. Timeline

- RFP Release Date: March 25, 2026
- Vendor Questions Due: April 7, 2026, 4:00 p.m. Central Time
- Proposal Submission Deadline: April 15, 2026, 4:00 p.m. Central Time
- Vendor Selection Notification: April 24, 2026
- Scope of Work Completion Deadline: July 31, 2026

## 7. Terms and Conditions

- **Buy America Provision:** To the greatest extent practicable, contractors are encouraged to purchase American-made equipment and products with funding provided under the United States Department of Education (ED) financial assistance.
- **Federal Participation Disclosure:** This project will be funded by Federal funds from ED and therefore is subject to the Federal laws and regulations associated with that program.
- **Contract Terms:** This contract is effective upon the date the final required signature is obtained by WETCC and in effect all obligations set forth in this contract have been satisfactorily fulfilled, including a validity period.
- **Rights Reserved:** White Earth Tribal and Community College reserves the right to accept or reject any or all proposals. Submission of a proposal(s) does not obligate White Earth Tribal and Community College to award a contract.
- **Costs:** All costs incurred in preparing a proposal are the responsibility of the proposer.
- **Liability:** The successful Proposer must indemnify, save, and hold WETCC, its representatives, and employees harmless from all claims or causes of action, including all attorneys' fees incurred by WETCC, arising from the performance of this contract. This clause must not be construed to bar any legal remedies the Proposer may have for the failure of WETCC to fulfill its obligations pursuant to this contract.
- **General Requirements:** The selected vendor will be required to comply with White Earth Tribal and Community College policies and contractual terms.
- **Jurisdiction And Venue.** This contract, and amendments and supplements thereto, shall be governed in accordance with the laws of the State of Minnesota.

- **Clerical Error.** Notwithstanding Clauses “Assignment, Amendments, and Entire Agreement” of this contract, WETCC reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. WETCC will inform the Proposer of clerical errors that have been fixed pursuant to this paragraph within a reasonable period.
- **Tax Exempt Status.** WETCC is a tax-exempt organization.

## 8. Submission Instructions

Proposals must be submitted electronically with the subject “Classroom Tech- Company Name” to:

Allen Derks

Academic Chair, WETCC

Email: allen.derks@wetcc.edu

---

*WETCC reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed to be in the best interest of the College.*

*End of request for proposal.*