

WETCC Responses to RFP Clarification Questions

4/10/26

Design, Installation & Support of Classroom Technology for Synchronous Online Learning

#	Question	WETCC Response
01	Camera(s) capable of capturing the instructor and classroom are required per the RFP. Should each camera cover the instructor position only, the full student seating area, or both simultaneously? Is a dedicated student-facing camera required in addition to the instructor-facing camera?	Each classroom shall include camera(s) to simultaneously capture (i.) the instructor and primary teaching area and (ii.) students in the classroom
02	The RFP requires automatic framing and tracking. Is AI-based auto-framing (e.g., tracking the instructor as they move) required, or is a wide fixed-frame shot of the teaching area acceptable as a baseline?	Auto-framing and instructor tracking is required.
03	Will instructors be using WETCC-issued Windows laptops, their own personal devices, or both? Is there a standard laptop model or Windows OS configuration across the institution?	Instructors primarily use WETCC-issued Windows laptops, but personal devices may be used occasionally. There is no single standardized laptop model; supported devices run Windows 10 or 11.
04	What video output port(s) are available on the WETCC-managed Windows devices instructors will use (HDMI, USB-C/DisplayPort Alt Mode, VGA)? What is the maximum supported output resolution on those devices?	WETCC-issued laptops typically support HDMI and USB C (DisplayPort Alt Mode) with a minimum supported output resolution of 1920×1080.
05	Does WETCC require that instructors be able to share their laptop screen into the Teams meeting from their own device (BYOD content sharing) alongside the room camera and microphone, or will all content sharing originate from the room compute?	Yes. Instructors must be able to share content from their own laptop into the BYOD Teams meeting sharing alongside room camera and microphone audio/video.
06	Does WETCC have a preferred or approved camera brand or model currently deployed or standardized for other AV or video conferencing spaces on campus (e.g., Logitech, Poly, Huddly, Cisco/Webex)? Is there a requirement to match an existing camera standard for consistency of support and spare parts?	No. WETCC does not currently have a standardized camera brand. VENDOR may recommend solutions. Recommend equipment that works well with our tech or programs
07	The RFP references ceiling, wall-mounted, or wireless tabletop microphones. Is there a preferred microphone type for each room, or is VENDOR	VENDOR is authorized to recommend the best microphone solution per

	authorized to recommend the best solution per room based on ceiling height, room acoustics, and Microsoft Teams certification status?	room based on acoustics, ceiling type, and Teams certification status.
08	Will student questions and participation need to be captured via microphone, or is instructor-only audio capture sufficient for the synchronous online learning use case?	Student questions and participation must be captured, not instructor-only audio.
09	Is an assistive listening system (ALS) or hearing loop required in any of the four classrooms per ADA requirements or WETCC institutional policy?	No assistive listening system is currently required. Optional ADA-compliant recommendations may be included.
10	Are there existing acoustic treatments (wall panels, ceiling baffles, carpet) in any of the four rooms, or are the rooms acoustically untreated with predominantly hard, reflective surfaces?	Rooms are largely untreated with predominantly hard, reflective surfaces. All classrooms have carpeting. The college has acoustic panels available for install in the hard ceiling rooms.
11	What is the ambient noise level in each room? Is HVAC noise a concern, particularly in Room 206 which has a drop ceiling where ductwork is typically exposed above the grid?	Ambient noise is minimal. No formal measurements are available.
12	Is there an existing audio device brand or platform currently standardized at WETCC for AV or conferencing spaces (e.g., Shure, Biamp, QSC, Poly, Logitech)? Is there a requirement to match that standard for this project?	No campus-wide audio platform standard exists. We use Shure Microphones for AV events on campus
13	Is the preference for flat-panel displays or laser projectors with screens in each room, or is VENDOR authorized to recommend the most appropriate display solution per room based on room geometry, ceiling type, and ambient light conditions?	VENDOR is authorized to recommend the most appropriate display solution per room.
14	VENDOR will design all displays to support 16:9 native format with 4K (3840x2160) resolution for local content presentation, and 1080p for Microsoft Teams far-end content delivery consistent with Teams' current maximum. Please confirm WETCC agrees with this design assumption, or advise if any rooms have different requirements.	Confirmed. This design assumption is acceptable for all rooms.
15	Are any of the four rooms intended to support interactive touch annotation or digital whiteboarding, or are all displays passive/presentation-only?	All vendor provided displays are passive/presentation-only. Smartboards are already installed for interactive touch and whiteboarding.
16	For rooms 112 (25x40 ft, 22 seats) and 111 (25x37	Dual-display configurations

	ft, 25 seats), would a dual-display configuration be acceptable or preferred to ensure all seats have adequate viewing distance to the display, or must each room use a single display?	are acceptable but not required.
17	Is a document camera required in any of the rooms?	No document camera is required.
18	Is a Blu-ray player, physical media playback device, or any other local source beyond the instructor laptop required in any room?	No additional local sources are required.
19	Does WETCC have a preferred display brand or commercial-grade display line already standardized on campus (e.g., Samsung QM/QN Series, LG UM5N Series, Sony BRAVIA Professional)? Is there an existing wall plate, cable, or connectivity standard for instructor stations (e.g., specific HDMI wall plate brand/model, cable type, USB passthrough requirement)?	No display or connectivity standard exists. VENDOR may recommend appropriate commercial-grade equipment. Samsung or Sony are used on campus currently
20	The RFP calls for simple, intuitive controls and a clearly labeled physical or touch-based interface. Is a dedicated hardware AV control system processor (e.g., Crestron, Extron, QSC) required, or would an integrated approach where the Microsoft Teams Rooms touch controller serves as the primary room control interface be acceptable?	An integrated Microsoft Teams Rooms touch controller is acceptable as the primary room control interface.
21	Is there an existing AV control system platform currently deployed in other classrooms on the WETCC campus that this project should standardize to?	No existing AV control system platform is standardized across campus.
22	Beyond the display and Teams system, what other devices must the room control interface manage? Examples include motorized window shades, room lighting, HVAC, digital signage, or a room scheduling panel.	No additional devices are required to be controlled beyond AV and Teams functionality.
23	Is remote monitoring and management of the AV systems required — for example, the ability for WETCC IT staff to check device status, push firmware updates, or reboot systems remotely without being physically present in the room?	Yes. Remote monitoring and management are required.
23	Is remote monitoring and management of the AV systems required — for example, the ability for WETCC IT staff to check device status, push firmware updates, or reboot systems remotely without being physically present in the room?	Yes. Remote monitoring and management are required using Teams Admin Center and/or manufacturer management platforms.
24	Is there an existing instructor station furniture standard or equipment housing standard used in other WETCC classrooms (e.g., a specific AV lectern, rack furniture brand, or cable management system) that these four rooms should match?	No existing instructor station furniture standard exists. The integrator may recommend appropriate solutions.
25	Does WETCC currently operate a Microsoft Teams	Yes. WETCC operates a

	tenant? If so, what is the tenant type (Education A1, A3, A5, or commercial E3/E5), and does the tenant currently have Microsoft Teams Rooms licensing provisioned for any spaces?	Microsoft 365 Education (A3) tenant. Teams is in active use, with limited Teams Rooms deployment.
26	Will WETCC provide Microsoft Teams Rooms (MTR) licenses for each classroom, or is the integrator expected to include licensing costs in the proposal pricing?	WETCC will provide Microsoft Teams Rooms licenses. Integrators should not include recurring MTR license costs.
27	Will WETCC IT staff be responsible for provisioning Teams Rooms accounts, enrolling devices in the tenant, and applying conditional access and MDM policies — or is the integrator responsible for full Teams Rooms account setup and tenant-side configuration?	WETCC IT staff will provision Teams Rooms accounts. The integrator will coordinate during commissioning.
28	Is a dedicated in-room Windows compute module to be provided as part of this project for Teams Rooms operation, or will the Teams Rooms system rely on a certified all-in-one device (e.g., Logitech Rally Bar, Poly Studio) with embedded compute?	The integrator may recommend either approach, provided the solution is Microsoft Teams Rooms certified.
29	Is there an existing Microsoft Teams Rooms certified device (MTR bar, compute unit, or touch console) already deployed anywhere at WETCC that should be matched or standardized to for these four rooms?	No existing MTR device standard must be matched.
30	The RFP requires consistent user experience across all four classrooms. Are all four rooms expected to receive identical system configurations, or are per-room variations acceptable where room geometry or ceiling type necessitates a different solution?	Consistency of user experience is required; per-room variations are acceptable where architecture necessitates them.
31	Will instructors have any IT support staff available on-site during class sessions, or must the system be fully self-sufficient with no technical assistance at start time?	Systems must be fully self-sufficient with no IT support assumed at class start.
32	Is there sufficient internet bandwidth at the Mahnommen campus to support four simultaneous Microsoft Teams video sessions? Each room running a 1080p Teams session requires approximately 4–8 Mbps of upstream bandwidth. Has WETCC assessed current bandwidth capacity for this use case?	WETCC believes sufficient bandwidth is available; no formal bandwidth assessment has been conducted. No bandwidth limit on our staff network
33	Is UPS (uninterruptible power supply) backup required for the AV systems in any of the rooms to protect against session interruption caused by power disturbances?	UPS backup is preferred but not mandatory. Vendors may include it as an option.
34	Does WETCC have a defined maximum acceptable recovery time if an AV system fails during a class session? Is there a requirement for any hot-swap or redundant hardware components?	No defined recovery time or redundancy requirement exists. Remote reboot capability is preferred.
35	Please provide the full street address for the WETCC	White Earth Tribal and

	Mahnomen, Minnesota installation site to support site visit scheduling, travel planning, and freight delivery logistics.	Community College, 2250 College Road, Mahnomen, MN 56557.
36	Are architectural drawings, floor plans, or reflected ceiling plans available for rooms 206, 112, 113, and 111? If so, please share them with bidding vendors as an addendum.	Architectural drawings are available and will be posted.
37	Is there a General Contractor, Construction Manager, or WETCC facilities staff member coordinating access, wall blocking, conduit rough-in, or ceiling penetrations for this project, or is the AV integrator expected to self-coordinate all physical infrastructure work directly with WETCC?	The AV integrator is expected to coordinate directly with WETCC Facilities Director.
38	What is the finished ceiling height in each of the four classrooms? For Room 206, what is the height of the drop ceiling grid, and what is the height to the structural deck above it? For rooms 112, 113, and 111 with hard ceilings, what is the finished ceiling height?	Exact ceiling heights are included in the architectural drawings.
39	What is the construction type and ceiling/wall composition for each room? For rooms 112, 113, and 111: are the hard ceilings concrete deck, wood joist, metal deck, or other? What are the interior wall materials (drywall, CMU block, concrete)?	Rooms 112, 113, and 111 have drywall ceilings; Room 206 has a drop ceiling. Walls are primarily drywall over stud.
40	Are there any structural obstructions, HVAC ductwork, lighting fixtures, fire suppression heads, or other ceiling-mounted elements that would restrict display mounting, camera placement, or speaker placement in any of the four rooms?	Such obstructions may be present and must be verified during site visit.
41	Are there windows in any of the rooms, and if so, on which walls are they located? What is the approximate glazing area, and are there existing window treatments or shades?	All rooms have windows with existing manual shades. No motorized shading is required.
42	For cable routing between equipment locations in each room, will surface-mounted conduit (raceway) be acceptable, or is in-wall concealed cabling required? For Room 206 with a drop ceiling, is routing cable above the ceiling grid permissible?	Surface-mounted raceway is acceptable. Above-grid cable routing is permissible in Room 206.
43	Does WETCC or its facilities department have an existing standard for low-voltage conduit, raceway, or cable pathway installations on campus (e.g., specific raceway brand such as Wiremold, minimum conduit diameter, pull-string requirement, or bend radius standard)?	No institutional standard currently exists.
44	The RFP states these are existing classrooms but does not describe any existing AV or technology equipment. Please confirm: are there any existing displays, projectors, screens, speakers, microphones, control systems, or other AV equipment currently	Each classroom has a Smartboard model # installed on a cart. Smart board model number is SBID-6086S-V3

	installed in rooms 206, 112, 113, or 111?	
45	If existing AV equipment is present in any of the rooms, is WETCC responsible for decommissioning and removal prior to the integrator's arrival, or is the integrator expected to include removal of existing equipment in the project scope?	WETCC will decommission and remove any equipment.
46	If existing equipment is removed, who is responsible for disposal or e-waste recycling? Does WETCC have a preferred e-waste vendor or an institutional disposal process?	WETCC is responsible for disposal.
47	Are there any existing AV or data conduits, J-hooks, cable trays, or structured cabling pathways already installed in the walls or ceilings of these rooms that the integrator could reuse?	Assume minimal reusable pathways.
48	Is there any existing rack, equipment cabinet, or AV closet space associated with any of the four rooms, or will all equipment need to be wall-mounted, furniture-mounted, or installed in new millwork/casework?	All classrooms have existing cabinet space available.
49	Is dedicated 120V/20A electrical service available at the display mounting location and at the instructor station/rack location in each room, or will new electrical circuits need to be provided by others prior to AV installation?	Standard outlets exist; dedicated circuits are not guaranteed. Electrical requirements should be clearly identified.
50	Will the Teams Rooms devices and AV systems be placed on WETCC's production network, a dedicated AV VLAN, or an isolated network segment? Who is responsible for provisioning the required network ports, VLANs, DHCP reservations, and firewall rules?	Systems will operate on the WETCC production network. Network configuration will be handled by WETCC IT.
51	Are there active network data ports currently available at the instructor station and at display/equipment mounting locations in each room, or will new network drops need to be installed? If new drops are needed, is data cabling in scope for the AV integrator or a separate IT/facilities scope?	Some data ports exist; additional drops may be required. Data cabling is not in AV scope unless explicitly included.
52	The RFP states the vendor must coordinate installation with WETCC staff. Who is the designated WETCC point of contact for installation coordination, and what are the permissible working hours for installation (standard business hours, evenings, weekends)?	Primary contact is Allen Derks. Standard business hours are preferred.
53	Are the four classrooms available for uninterrupted AV installation, or are they in active use during the installation period, requiring room-by-room scheduling around class schedules?	Classrooms may be in active use. Phased, room-by-room installation should be anticipated.
54	The RFP calls for on-site or virtual instructor training and training for IT or designated support staff. How many instructors and IT staff members require training? Is on-site training preferred, or	Training is required for some instructors and IT staff (not exceeding 10 personnel for training).

	would virtual training with recorded sessions be acceptable?	Virtual training with recordings is acceptable.
55	Does WETCC have institutional cybersecurity, procurement, or IT policy requirements that AV and Teams Rooms equipment must comply with prior to installation (e.g., specific firmware approval process, prohibition on cloud-connected devices, MDM enrollment requirements)?	Yes. Equipment must comply with WETCC IT security and procurement policies.
56	Who is responsible for obtaining and paying for any low-voltage, electrical, or building permits required for this installation? Is an electrical subcontractor already engaged for associated electrical work?	WETCC is responsible for obtaining any required permits. Permit requirements should be identified by the integrator and coordinated with WETCC Facilities.
57	Does WETCC have an existing standard format or template for as-built documentation, O&M manuals, or quick-reference guides that the integrator must follow? Are digital as-builts (e.g., AutoCAD, Visio, or PDF signal flow diagrams) required, or is a printed binder format acceptable?	No institutional template is required. Digital documentation (PDF) is acceptable.
58	The RFP requires vendors to describe standard warranty terms for all hardware and optional extended warranty options. Is WETCC expecting a single unified warranty start date upon final system acceptance, or per-device warranty start dates upon delivery?	WETCC prefers a single unified warranty start date upon final system acceptance.
59	The RFP references remote and on-site technical support options. Is there a required response time SLA for on-site support calls? Given the Mahnomon, MN location, what is the expected on-site response time expectation?	No fixed SLA is defined. 3-5 business-day onsite response is preferred.
60	Does WETCC require software and firmware updates to be managed and applied by the integrator under a maintenance agreement, or will WETCC IT staff manage firmware updates independently?	Software and firmware updates will be managed by WETCC IT staff.
61	The RFP indicates this project is funded by the U.S. Department of Education and is subject to the Buy America provision. Are there specific product categories where American-manufactured equipment is required, or is the expectation that vendors make best efforts where domestic alternatives are available and competitively priced?	Vendors are expected to make best-faith efforts to comply where practical and cost-effective.
62	Are there additional federal procurement requirements applicable to this project under the ED funding, such as 2 CFR Part 200 Uniform Guidance, minimum competitive quote thresholds, sole-source justification requirements, or specific subcontracting documentation?	Yes. 2 CFR Part 200 Uniform Guidance applies.

63	Does WETCC require a formal scope-of-work sign-off or submittal and approval process prior to equipment procurement, or can the integrator proceed to procurement immediately upon contract execution?	The integrator can proceed to procurement immediately upon contract execution.
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