

Administered by University of Maine System

Office of Strategic Procurement

Request for Bid (RFB)

Virtual Tour Solution for University of Maine at Fort Kent

RFB #2025-091

BID SUBMISSION PACKAGE

**Issued Date:** May 22, 2025

**Response Deadline Date/Time:** May 28, 2025, 11:59 p.m. EST

**Response Submission and Inquiry Information:**

Submitted electronically to UMSResponses@maine.edu

Email Subject Line – DL: Virtual Tour Solution UMFK - RFB#2025-091

### **Appendix A – University of Maine System Response Cover Page**

RFB # 2025-091

Virtual Tour Solution (UMFK)

|  |  |
| --- | --- |
| Organization Name: |  |
| Chief Executive – Name/Title: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Headquarters Street Address: |  |
| Headquarters City/State/Zip: |  |
| Lead Point of Contact for Quote – Name/Title: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Street Address: |  |
| City/State/Zip: |  |

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent’s response.
3. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
4. The undersigned is authorized to enter into agreement obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
   1. The Agreement provisions in **Section 1.2.1.2** of this document will not be modified and are thereby incorporated into any agreement entered into between University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
   2. The above Agreement provisions in **Section 1.2.1.2** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
   3. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University’s employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University’s employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
   4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to ''trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or Agreement, if any, executed between UMS and your entity.

*To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.*

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title (Printed) Authorized Signature

**Appendix B – Debarment, Performance and Non-Collusion Certification**

**University of Maine System**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

RFB # 2025-091

Virtual Tour Solution (UMFK)

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on Agreements issued by any governmental agency.
2. Have not within three years of submitting the proposal for this Agreement been convicted of or had a civil judgment rendered against them for:
   1. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or Agreement.
   2. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
   4. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
3. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title (Printed) Authorized Signature

**Appendix C – Required Cost Evaluation Exhibits**

University of Maine System

COST EVALUATION

RFB # 2025-091

Virtual Tour Solution (UMFK)

**GENERAL INSTRUCTIONS:**

1. The Respondent must submit a cost response that covers the entire period of the Agreement, including any optional renewal periods.
2. The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements. **Note regarding total cost of ownership:** This “cost” will encompass the entire solution pricing along with all products and services offered as part of the solution.
3. Failure to provide the requested information and to follow the required cost response format provided in Appendix C may result in the exclusion of the Response from consideration, at the discretion of the University. You can add rows and columns required to insert additional information. If a particular cost table is not required as part of your response simply leave it blank.
4. No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.
5. Identify all costs by year, to be charged for performing the services necessary to accomplish the objectives of this document.
6. If there are additional options or services that are not included in the offering, they must be identified and itemized as “optional” and include a description of the product or service and the costs of the option. All items identified in the response (including third party items required) will be considered free add-ons to the proposed solution at the prices included in this response unless expressly stated otherwise.
7. Respondents’ are encouraged to provide additional price incentives for providing an enterprise solution, multi-year or award of multiple institutions.
8. Pricing will be guaranteed by the vendor for the term of the Agreement.
9. The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.
10. An **MS Excel Version** of Appendix C must be included in your final submission. For a copy of the excel version, email the contact provided on the cover page of this document.

**INSTRUCTIONS FOR – Appendix C Exhibit 1 (Table 1) - Licensing and Maintenance Agreement Pricing and/or Data Maintenance / Subscription Pricing**

The University needs to understand the associated lifecycle costs for your proposed system or service. For solution responses that leverage the University’s existing investments, the Respondent must provide which investments the University needs to maintain. For solution responses that do not leverage the University’s investments, the Respondent must provide what additional investments would be needed to support the solution.

**Respondent’s Organization Name** – Provide the Respondent’s Organization Name.

**University Name –** Institution name pertaining to the costs related to the solution (if applicable).

**Description -** Provides a brief description of the costs the University requires to evaluate the solution.

**Cost (Year 1 – 3) –** Annual cost for each item listed in the description. One-Time fees noted will be listed for Year 1 only.

**Total** – Annual Cost

The Tour Package listed below will be used for the cost evaluation, as described in RFB Section 2.1.1.

**Tour Package Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Key Features** | **Year 1 Pricing** | **Year 2 Pricing** | **Year 3 Pricing** |
| Implementation & Production Fee (One Time) | * Up to 30 Destinations * Up to 40 360 Degree Destinations * 5 Video Action Zones * Drone Capture * English + 1 Additional Language Audio Guides   Other list below: |  |  |  |
| Annual Fees | * Dedicated support from Account Manager * Regular Content Updates   Other list below: |  |  |  |
| **Total** | |  |  |  |

**Additional Package Options** *(These options will not be part of the cost evaluation and intended only to document additional options for consideration.)*

**Tour Package Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Key Features** | **Year 1 Pricing** | **Year 2 Pricing** | **Year 3 Pricing** |
| Implementation & Production Fee (One Time) |  |  |  |  |
| Annual Fees |  |  |  |  |
| **Total** | |  |  |  |

**Tour Package Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Key Features** | **Year 1 Pricing** | **Year 2 Pricing** | **Year 3 Pricing** |
| Implementation & Production Fee (One Time) |  |  |  |  |
| Annual Fees |  |  |  |  |
| **Total** | |  |  |  |

### **Appendix E – Solution Requirements Matrix**

The following solution requirements must be met in order for the University to consider the Respondent’s submission. Any ‘No’ answer will exclude the solution from consideration.

When addressing these questions, a ‘Yes’ answer will mean your solution will meet the requirement for UMFK’s full implementation in August 2025.

The cost provided in Bid Submissions Package, Appendix C, must support meeting all of the solution requirements listed below.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Place ‘X’ in Yes/No columns below to reflect your solution can meet the solution requirement for full implementation at UMFK in August 2025.** | |
| **#** | **Solution Requirement** | **Yes** | **No** |
| 1 | Solution will provide a virtual tour platform which utilizes AI to personalize the experience based on user preferences. |  |  |
| 2 | Solution will provide a platform for 360-degree panoramic views, motion graphics, and full-color animations to enhance engagement. |  |  |
| 3 | Solution will provide a platform to track user engagement and provide data analytics on time spent, conversion rates, and application rates. |  |  |
| 4 | Solution will provide interactive, guided tours led by actual students or admissions representatives. |  |  |
| 5 | Solution will provide platform integrate with CRM systems to capture prospective student interactions and follow-ups. |  |  |
| 6 | Solution will provide On-Site content capture for UMFK. |  |  |
| 7 | Solution will include options for video and drone footage. |  |  |
| 8 | Solution will provide a minimum of 40, 360-degree photos. |  |  |
| 9 | Solution will provide photos for a minimum of 30, destinations. |  |  |
| 10 | Solution will provide 5 video action zones and drone capture. |  |  |
| 11 | Solution will be fully implemented at the University of Maine at Fort Kent campus for August 2025. |  |  |
|  | Solution will provide options to include English and 1 additional language audio guides. |  |  |
| 12 | Solution will provide dedicated support from an account manager. |  |  |
| 13 | Solution will provide regular content updates. |  |  |
| 14 | Respondent agrees to include the Accessibility statement provided in Appendix D, Rider A, Section 3. |  |  |