

Request for Information



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

RFI #
 MU17VAT

Direct all inquiries regarding this order to: (304) 696-2820

Vendor: _____ **For information contact:** _____

Phone: _____ **Buyer:** Virginia M. Campbell-Turner

Email: _____ **Phone:** (304) 696-2820

FEIN/SSN: _____ **Fax:** _____ **Email:** campbell@marshall.edu

Sealed requests for information will be receipted by the institution for market research only. RFI is a formal method of requesting written information from vendors for the purpose of developing a Request for Bid or a Request for Proposal. The RFI shall be used at the discretion of Marshall University; it is not a mandatory prerequisite to the issuance of an RFB or and RFP. THE INFORMATION SHOULD BE SUBMITTED WITH THIS FORM AND RECEIVED IN BONFIRE ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. Marshall University reserves the right to accept or reject information separately or as a whole, to reject any or all information, to waive informalities or irregularities. INFORMATION ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRINTED ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN.

DATE 01/12/2017		DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	RFI OPENS: 3:00 PM on February 1, 2017	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description		Unit Price	Extended Price
		REQUEST FOR INFORMATION Marshall University will accept information for the following item until 3:00 pm on February 1, 2017. At that time, information will be opened and recorded in Room 125 of the Old Main Building, Marshall University, Huntington, WV. Request for Information for VIRTUAL TOUR SERVICES			

To the Purchasing Department **Total**

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder's guarantees shipment from _____ within _____ days Bidder's name (Vendor) _____

_____ Title _____

FOB _____ After receipt of order at address shown Signed By _____

Terms _____ Typed Name _____

_____ Street Address _____

_____ City/State/Zip _____

Date: _____ Phone _____

FEIN: _____

MARSHALL UNIVERSITY
REQUEST FOR PRELIMINARY INFORMATION
VIRTUAL TOUR SERVICES

Marshall University's Office of Purchasing is soliciting Requests for Information (RFI) #MU17VAT from qualified vendors to provide online Custom Virtual Tours. It is anticipated that evaluation will be a one year project.

This is a Request for Information (RFI) only. This RFI is issued solely for information and planning purposes for Housing and Residence Life, Information Technology and University Communications; and does not constitute as a Request for Proposal/Bid (RFP/RFB) or a promise to issue an RFP/RFB in the future. This request for information does not commit the University to contract for any supply or service whatsoever. Further, the University is not at this time seeking proposals/bids and will not accept unsolicited proposals/bids. Responders are advised that the university will not pay for any information or administrative costs incurred in their response. Costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP/RFB, if any is issued. If a solicitation is released, it will be summarized on the Office of Purchasing website at <http://www.marshall.edu/wpmu/purchasing/resources/bids/>.

All RFIs shall be submitted into the Marshall University Office of Purchasing Bonfire portal as per the attached Submission Instructions for Suppliers no later than February 1, 2017 at 3:00 p.m. EST. Please reference MU17VAT in any response and include the Company name on all forms.

All submissions become the property of Marshall University and will not be returned.

Vendors understand that by responding to this RFI, materials and documentation shall be subject to public inspection in accordance with the Freedom of Information Act. Proprietary materials, copyright and trademark data that are submitted must be identified by some distinct method such as highlighting or underlining and indicate only the specific words, figures, or paragraphs that constitute the cost estimates, copyrighted or trademarked materials in order for the University to exclude them from disclosure.

Background

Marshall University is a public university with 13,000+ undergraduate and 2,000+ graduate students. The university endeavors to increase recruitment and retention of undergraduate and graduate students in an increasingly competitive environment. As technology is an integral part of the college-seeking process, an online tour of the University will be a vital gateway from the university to its prospective students. Providing a virtual walking tour of our campus in multiple languages, to reviewing living space is an extremely efficient way to recruit prospective students, allowing the University to reach out to national and international markets.

MU has multiple campuses but would start with the main campus in Huntington, WV.

Responses

Information the University would like to understand are:

- Representative cost estimates for typical service, including implementation.
- Names and contact information of clients that the University may contact to gather additional information that may be helpful to the University as plans and requirements develop.
- Information on your company and a link to your website.

Note: this is not a Request for Proposal, but rather a Request for Information giving vendors the opportunity to inform the University of the Current Proficiencies available in the market. Information obtained may be used to develop requirements upon which future procurement might be based.

The primary objectives are:

- Offer technology that is current to keep up with competing schools.
- Offer alternative approaches
- Technology that will offer a professionally developed virtual tour experience that includes a guide, interactive capabilities and the ability to translate into various languages for a virtual interactive visit of MU's campus
- The tour must be shot on-site and include real footage as opposed to animated or digital footage. The ideal offeror would include synchronized audio tour guides and complete location-based multimedia panels (photos, videos, and spherical video and photos).
- The professional service would be hosted by the provider and embeddable on the MU website. It will integrate with mobile devices, social media, virtual reality hardware, and other popular platforms as well as provide expert advice on maximizing the content and presentation.
- Providing on demand reporting analytics is also critical so that we better understand the students and families we are reaching and allow us to better respond to new and emerging markets.
- The offeror will be an established company with a specialty in higher education and will have had experience with other state flagship research universities.
- Offer opportunities which will allow the Marshall University tour to be showcased in other locations in addition to the university website.

The video tour would include a guided, interactive tour with videos, pictures and maps of the campus to highlight university facilities, including but not limited to, residence halls, dining facilities, classrooms, laboratories, athletic facilities, library, Rec Center, Memorial Student Center, Counseling Center, Women's Center, etc.

Submission Instruction

Vendor must upload document into Bonfire as per Submission Instructions for Suppliers on page 4 of this document.

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Request for Information	File Type: PDF (.pdf)	Single PDF file	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at: <https://marshall.bonfirehub.com/opportunities/2390>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Feb 01, 2017 3:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>