

## **Request for Quote**

North Central Planning Council  
417 5<sup>th</sup> St NE  
PO Box 651  
Devils Lake, ND 58301



## **Introduction**

North Central Planning Council is a nonprofit organized as a 501 (c)(4) and a governmental entity organized under North Dakota Century Code (NDCC) Chapter 54-40.1 serving ND Region III counties of **Benson, Cavalier, Eddy, Ramsey, Rolette, and Towner**.

NCPC in collaboration with the economic development offices in ND Region III, including Cavalier County JDA, Forward DL, New Rockford Area Betterment Corporation, Rolla JDA, Towner County JDA, and Benson County JDA, are working on an application to the North Dakota Department of Commerce Regional Workforce Impact Program. One of the elements of the application will be to create Virtual Reality Career experiences in a variety of industries to increase student interest in pursuing careers in those industries. It is anticipated the quotes will range between \$200,000 - \$240,000 and one quote will be accepted.

## **Project Summary:**

NCPC is seeking quotes for creation of 30 virtual reality career experiences to be submitted as part of the Region III RWIP application. Quotes will only be funded if the NCPC Region III RWIP application is awarded funding. Not all quotes may be chosen to be part of the RWIP application for funding. The quote that is chosen should include the following:

- Creation of 30 new virtual reality career experiences
- An alternate quote for 20 additional virtual reality career experiences in addition to the initial 30.

Quotes that include the ability to access a library of pre-existing career experience content will be given preference.

## **The company chosen should:**

- Work with NCPC staff, Region III Representatives and ND Department of Commerce as needed.
- Implement all elements of their quote.
- Submit invoices for payment with proof of payment.
- Work with NCPC staff to meet project deadlines, which may include establishing direction and implementation on some of the project elements.
- Select any sub-Contractors, monitor progress, and keep NCPC staff informed of status of the contractors.

- Meet with Economic Development professionals and or NCPC staff on an as needed basis.
- Monthly progress reports to NCPC Executive Director during term of grant from award through June 15, 2023.
- Participate in media/events during the term of grant and 6 additional months.
- For a term of three years, allow annual site content review and create reports on usage if needed for grant review.
- Work with NCPC staff to prepare grant progress reports and final report.

### **Anticipated Selection Schedule**

The Request for Proposal timeline is as follows:

Request for Quote issued: June 17, 2022

Deadline: July 1, 2022

Questions will be taken until: June 27, 2022

Interviews: July 5, 2022 to July 7, 2022.

Selection of top quote to participate in RWIP application: July 8, 2022

### **Time and Place of Submission of Proposals**

The RFP will be posted on June 17, 2022 to the NCPC website, <http://www.northcentralplanningcouncil.com/> and can be downloaded from there, a copy can also be obtained by contacting the economic development office in your area:

- Cavalier County JDA 701-256-3475
- Forward DL, 701-662-4933
- New Rockford Area Betterment Corporation, 701-947-2205
- Rolla JDA, 701-477-9130
- Towner County JDA, 701-968-4340 x 201
- Benson County JDA, 701-662-8131

**Responses must be received at North Central Planning Council 417 5<sup>th</sup> St NE, PO Box 651, Devils Lake, ND 58301 no later than Friday, July 1st at 12:00 p.m.**

**The District Reserves the Right:**

- **To reject any and all proposals submitted.**
- **To request additional information from all proposers.**

## **Timeline**

The work of the project must be completed by May 1, 2023 with the final report submitted to NCPC by May 30, 2023.

## **Elements of Quote**

A submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview
- Names and credentials of owners and team members that will work on the project and professional résumé
- Record content at 6k resolution for playback at 4K or 6k.
- Provide both still imagery and 360 video content
- Preference for ambisonic sound in VR Video content
- Ability to export VR Video files at appropriate resolution and codec for use on any mainstream virtual reality headset (Oculus, Vive, Pico, Lenovo, etc.)
- Ability to view content in alternative virtual tour format for viewing via standard 2D devices (tablets, phones, desktops, chromebooks, etc.)
- Ability to repurpose content by regional employer partners and provide strategies for using VR for recruiting at career fairs/trade shows
- VR Video files can be accessed and played without a wifi connection
- Demonstrate capacity for filming 360 video in a variety of industries (healthcare, construction, warehouse, etc)
- Assist implementing virtual reality career exploration content for both K-12 students and adult career seekers
- Assist distributing experiences to other entities outside the region
- Provide in-person and remote training
- Provide access to any existing and/or future planned career content
- Provide option for schools in the region to subscribe to access all content
- Ability to repurpose content by regional employer partners for recruiting at career fairs/trade shows
- Timeline for work (all work must be completed by May 1, 2023 to be eligible for grant dollars).

## **Evaluation Criteria**

The successful respondent will be evaluated on the following:

- The education, experience, and qualifications of the individual who will be available to provide these services.
- Access to pre-existing content
- Top candidates will be interviewed.

Thank you for your interest in participating in the RWIP. For more information or to submit questions contact Sandra Shively, Executive Director at [sandyncpc@gondtc.com](mailto:sandyncpc@gondtc.com) or Ph: 701-662-8131.

