

**HARRISBURG AREA COMMUNITY COLLEGE  
HARRISBURG, PA**

**REQUEST FOR INFORMATION**

**RFI15-02**

**For**

**COLLEGE WIDE VIDEO RECORDING SOLUTIONS**

DATE OF ISSUANCE:	March 27, 2015
DEADLINE FOR QUESTIONS:	April 10, 2015
DIRECT QUESTIONS TO:	PennBid Program <a href="http://www.pennbid.net">www.pennbid.net</a>
QUESTIONS ANSWERED:	April 15, 2015
DEADLINE TO SUBMIT INFORMATION:	April 23, 2015
SUBMIT INFORMATION ONLINE:	PennBid Program <a href="http://www.pennbid.net">www.pennbid.net</a>

**OBJECTIVES:**

Harrisburg Area Community College relies heavily on the ability to record student speeches in multiple modalities of instructions and captures the use of technology assisted visual aids during recording. In addition, General Education Assessment also incorporates recorded speeches as possible artifacts for assessment.

The goal is to find a solution that:

- Allows students to self-record speeches and technology assisted visual aids in an online environment that permits students to self and peer review speeches.
- Additionally, it needs to provide classroom solutions to recording speeches. The technology needs to be easy to use for both students and faculty with limited training, as close to a one button solution as possible.
- The system should also be able to handle file management and storage needs while incorporating the possibility of using the media for assessment purposes.
- Any solution should work for online environments and face to face environments.
- As students may be using the system at all times, uptime and support are necessary.

ADDITIONAL NOTES:

HACC is requesting that the vendors provide a best practice or recommendation for hardware as it relates to their solution and how it should be used in the classroom and through our online classes. As part of this request, HACC would like 1) to conduct interviews for select vendors and 2) have use of potential solutions for a short period of time to see whether it meets the requirements that will be tested.

HACC would prefer that vendor provide references that are situated within a 100 mile radius of HACC, located at 1 HACC Drive, Harrisburg, PA 17110.

Following interviews and demos, it is the intention of HACC to create a RFP as quickly as possible because HACC needs the proper system installed and trained on by the Fall Semester 2015 and in full operation by Spring 2016.

Below is table of “Key” requirements, “Highly Desirable”,

	Ability to record directly and display Power Point/ Prezi with speaker with multiple browsers; Tablets and phones would be highly advantageous.	Key
	Minimal use of manipulation of videos (instructor should NOT have to download/upload/name-rename. In all, the time needed for set up, use and access should be less than 3-5 minutes per video. Ultimately, should be “behind the scenes.”	Key
	Ability to upload videos	Key
<b>Training</b>	Minimal training on how to use it for both instructor and student	Key
	Clear instructions and/or training for faculty on the system	Key
	Tutorial videos on how to use/work system for faculty and students	Highly Desirable
	Ability to download videos for transfer to TK20 (HACC’s assessment software package)	Key
<b>Support</b>	Strong technology support – both outside and internal support	Key
	Strong support 24/7 for students using system online	Key
<b>SSO</b>	Ability to integrate with D2L—SSO preference (w/ D2L to vendor = LTI, w/o D2L = CAS or Shibboleth)	Key
	Sign-on/sign-up behind the scenes—not required to have student use multiple sign-in methods	Key
	System availability 24/7 for online students	Key
	Long term college commitment to support/sustainability of product	Key
	Ability to incorporate time-stamped peer review/comments (peer review rubrics secondary)	Key
	Ability to incorporate time-stamped privatized Instructor review/comments	Key
<b>Device Agnostic</b>	Ability to work on multiple browser platforms	Key
	Ability to work on multiple platforms (PC/MAC/mobile)	Key
	Portable solution	Highly Desirable
	Ability for students to have access to their own recordings	Desirable
	Software component must run on commercially available home computing devices	Key
	Closed system –privacy ad FERPA concerns	Desirable
	Ability to embed videos from You Tube	Desirable
	Ability to have “group” recordings	Possible
	Ability to have multiple camera feeds	Possible
	Closed Captioning	Possible

Harrisburg Area Community College is moving away from paper based information management in favor of electronic procurement via the PennBid Program. All documents are available to you online at no cost, plus you can submit and update your proposals right from your office. In order to use the Program, you must register with PennBid ([www.PennBid.net](http://www.PennBid.net)), a one-time **no cost** process. PennBid is a secure, sealed bid program and no other vendors or bidders have access to your information.

Acknowledgement: Please acknowledge receipt and interest in this Request for Information (RFI) by completing the information requested below and emailing it to [procurement@hacc.edu](mailto:procurement@hacc.edu).

Acknowledgement due date is: April 15, 2015  
Also, please include this page with your information

Provider Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address (include City, State, Zip): \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Check One: We will \_\_\_\_\_ will not \_\_\_\_\_ be responding to this RFI.

If not responding, please explain briefly: \_\_\_\_\_

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**END OF INFORMATION FORM**