Request for Proposal

Video Microscopy Imaging System

September 14, 2009

A VASCUPP Member Institution
Issued by
Procurement Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Video Microscopy Imaging System

RFP Number: #FF091409

Issue Date: September 14, 2009

Brief Description: Ultra-high speed video microscopy imaging system. Functionality includes multiple 2-D image frame acquisition, independent streak acquisition, control hardware and software, dual high-intensity pulsed light sources, microscope optics for micron-sized particle observation, and precision micropositioning control for precision alignment of targets.

Preproposal Questions: In order to guarantee a timely response prior to the proposal due date, all questions concerning this RFP must be sent via e-mail to the buyer listed below no later than 3:00 p.m. EDT on Monday - September 21, 2009.

Proposal Due Date: 3:00 p.m. EDT on Monday - September 28, 2009

Firms will send:
- One original copy their proposal(s) to the address listed in the contact information box below;
- In addition, firms will also send a complete electronic version of their proposal(s), formatted in Microsoft Word, to the e-mail address listed in the contact information box below.

The University of Virginia (the “University”) reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held (via e-mail) starting the week of October 12, 2009

Expected Award Date: November 15, 2009

REFER ALL QUESTIONS (VIA E-MAIL ONLY) TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: Frank F. Fountain
Phone: 434-982-3092
E-mail: fff3x@virginia.edu

NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.

This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/pagerfp. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have
trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site: http://www.procurement.virginia.edu.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

**B. SCOPE OF GOODS & SERVICES**

The University and its Department of Biomedical Engineering seeks a qualified firm to provide all components needed for an ultra-high speed video microscopy system (hereafter collectively referred to as the “System”). It is the University's intent to enter into an Agreement with (and/or issue a Purchase Order to) the Selected Firm (or Firms) for the System which will include those goods and services necessary to help the University achieve its goals as outlined in this RFP (the “Goods and Services”).

The System will be used to conduct research relating to the response of ultrasound microbubbles to ultrasound stimulation. Similar microscope/camera-based ultrasound microbubble research has been conducted using broadly similar instrumentation at the University of California - Davis, University of Michigan and using the “Brandaris128” in the Netherlands.

The highly preferred components of the System would include a unique multi-aspect functionality of a 2-Dimensional (“2D”) framing camera, a streak camera, an independent light source for each camera, a microscope, dual 3-axis precision oil hydraulic manipulators, control hardware and software, and associated accessories. The framing and streak cameras should be able to work in unison attached to the microscope as a System, but also should also have the capability to each work independently for certain experiments.

Additional details regarding the highly preferred, minimal specifications of the System include:

1. The System should include a high speed framing 2D camera, capable of:
   - At least 200 million frames per second (and ideally 330 million frames per second);
   - Provide for at least 24 images (and ideally the 24 images being in one continuous burst). The ability to produce 30+ images is strongly preferred – or a demonstrated upgrade pathway to a 30+ image capability;
   - Image specification is at least 1360 x 1024, 12 bit digital images;
   - Seamlessly interfacing with an infinity-corrected microscope (such as the Olympus IX71);
   - Software for operating the framing camera; and
   - Transport case for the framing camera.

2. The System should also include a 1-Dimensional (“1D”) image vs. time camera (usually known as a “streak camera”), capable of:
   - ~300 picosecond/millimeter to ~5 millisecond/millimeter sweep;
   - Seamlessly interfacing with an infinity-corrected microscope (such as the Olympus IX71);
   - 1024+ pixel, 12 bit resolution in each of spatial and time direction;
   - Associated software for operating the streak camera; and
3. The personal computer(s) ("PC") required to operate the software for each of the framing and streak cameras:
   - Preferably laptop-based; with
   - Software for operating the cameras pre-installed on the PC(s); and
   - Transport case for PC(s).

4. A high-intensity light source package, consisting of:
   - Two independent components that could illuminate two separate targets if necessary. These components should each include a high-intensity strobe, such as a Xenon flash units, which can output enough light to operate the framing camera at five nanoseconds with reasonable image quality;
   - Each component should also include a steady state illumination sources, such as a halogen fiber illuminator;
   - Each includes optics to connect strobe and steady-state source through 90%/10% split fiber, for simultaneous continuous and flash illumination to the target. Fiber end should include focusing optics for maximum illumination to the subject; and
   - Transport case for illumination components.

5. The optics for magnification should consist of an inverted microscope, ideally an Olympus Model #IX71, to be compatible with the University’s existing optics equipment. Microscope should possess the following:
   - 100 watt transillumination lamp;
   - 10X magnification eyepiece lenses;
   - 6% and 25% neutral density filters;
   - Fluorescence capability with mercury illumination;
   - Fluorescein isothiocyanate ("FITC") and Tetramethyl Rhodamine Iso- Thiocyanate ("TRITC") filters;
   - Objectives, including water immersion 60x and 100x, and long working-distance coverglass corrected 40x;
   - Trinocular eyepiece;
   - Dust cover;
   - Long working distance condenser, with phase optics;
   - Cross stage with flexible handle; and
   - Camera adapters for fitting to the cameras listed above – so as to form the seamless, single functioning System.

The Olympus Model #IX71 is a microscope previously investigated for this application by the University and is the preferred model. An alternate microscope that is, in the balance of all technical specifications, superior for the intended application may be an acceptable substitute.

6. Dual 3-axis precision hydraulic micromanipulators for sample alignment. Narishige Model #MO-203 are preferred for compatibility with the University’s existing equipment.

7. Optics and required materials so that camera units (items #1 and #2) should be able to run simultaneously with the microscope (item #5) to acquire images of the same sample at the same instant. The cameras should also be able to function completely independently for certain experimental configurations.

8. The expectation of the University is that the System provided by the Selected Firm will include sufficient consumable supplies to enable the full operation of the System for the first six months.
In addition, all firms should provide detailed information regarding the following:

1. **Delivery Timeframe**: An expeditious delivery timeframe acceptable to the University. While the University understands that this System is a complex piece of equipment, the delivery timeframe is important due to the funding source associated with this transaction.
2. **Installation**: Price quoted by firms should include all costs associated with packing, shipping, rigging, and installation of the System.
3. **Warranty**: A minimum one-year warranty on the complete System is expected; although a longer-term warranty may be a factor in consideration.
4. **On-Site Training**: The Selected Firm will be expected to provide two sessions of on-site training at a time and place to be determined by the University. It is anticipated that these sessions may last one to two days. Firms should include all costs associated with the on-site training in the total System pricing quoted to the University.
5. **Future Service and Maintenance**: The Selected Firm may provide future service and maintenance on the System beyond the included warranty period. Firms should include information regarding their capabilities for providing future service and maintenance (both on a service contract basis and on an as-needed basis). Firms should provide information regarding the pricing/discount structure for future service and maintenance.
6. **Replacement Parts and Consumable Supplies**: Similar to the above, the Selected Firm may provide replacement parts and consumable supplies on the System going forward. Firms should include information regarding their capabilities for providing replacement parts and consumable supplies into the future; to include a time frame assurance for maintaining replacement parts and consumable supplies (especially parts likely to need replacing; such as, lighting components). Firms should provide information regarding the pricing/discount structure for replacement parts and consumable supplies.
7. **Future System Expansion and Additional System Procurements**: Similarly, the Selected Firm may provide for future System expansion and additional system procurements going forward. Firms should include information regarding their capabilities regarding future System expansion and additional system procurements; to include specific statement with respect to projected obsolescence of the System proposed. Firms should also provide information regarding the pricing/discount structure for future System expansion and additional system procurements.

C. **BASIS OF SELECTION**

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the products as described in the Scope of Good and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients;
3. The firm’s price proposal;
4. The contractual terms which would govern the relationship between the University and the Selected Firm; and
5. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf


**D. CONTENTS OF PROPOSAL**

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are **not desired** and may be construed as an indication of a firm’s lack of cost consciousness.

Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are **neither necessary nor desired.**

Firms should provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of product requested;
2. A detailed description and the full specifications of the System proposed. Each firm will indicate in its proposal the firm’s ability to achieve / comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail its proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process;
3. The anticipated ship date of the product from the time of the order (i.e., 10 wks after order);
4. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available;
5. The firm’s proposed price / fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination);
6. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number;
7. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement;
8. Provide a list of institutions of higher education with which the firm has signed a term contract.
9. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at [http://www.vcu.edu/procurement/coopcon.htm](http://www.vcu.edu/procurement/coopcon.htm); and
10. Complete and return the information requested in Attachment 2, Firm Information.

**NOTE:** Virginia Freedom of Information Act
Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections
of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. https://www.procurement.virginia.edu/pagevendorregistrationform

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award. http://www.eva.virginia.gov/


Note: Unless a firm express and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.


F. OTHER INFORMATION

Additional Preferred Contractual Provisions:

A. Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Commercial General Liability:
The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $750,000 per occurrence, with coverage for: premises/operations and products/completed operations.
Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $750,000 per accident, with coverage for: owned, hired, and non-owned automobiles operated by their employees.

B. Term of Agreement
The term of a resulting Agreement or Purchase Order will be for five years, with the ability to renew on the same terms and conditions, for two additional one-year periods if mutually agreeable to the University and the Selected Firm. TheSelected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

C. Future Goods and Services
The University reserves the right to have the Selected Firm provide additional goods and/or services under the same pricing, terms, and conditions to make modifications or enhancements. Such additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of this Agreement. Such newly introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

D. System Acceptance
“System Acceptance” will encompass testing and observation of the fully functional and operational System. The University’s Contract Administrator will determine if the System specifications have been met, shortly after installation and integration of the System. Warranty will begin as of the date of System Acceptance. In the event that the University does not accept the System, the University may elect to require the Selected Firm to provide a replacement product or terminate the Agreement.

The University’s Contract Administrator will be the sole representative of the University and will have sole authority to act on the University’s behalf with regard to System Acceptance; however, that in the event of a dispute regarding any material aspect of System Acceptance unable to be resolved by the University’s Contract Administrator, then the procedures in Attachment 3, Procedure for Resolution of Contractual Claims will be followed.

E. Payment Method
Unless otherwise deemed appropriate by the University, the Selected Firm will enroll in one of the University approved vehicles for receipt of electronic payment.

F. Confidentiality
All Firms represents and confirm that the contents of the firm’s proposal(s) and any resulting Agreement are not confidential and will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
**Firm Information**

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<th><strong>Full Legal Name</strong> <em>(Company name as it appears with your Federal Taxpayer Number):</em></th>
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**SWAM Information:**

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<th>Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):</th>
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<th>Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?</th>
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**Point of Contact for this Proposal:**

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