



Washington County Community College
One College Drive
Calais, ME 04619

Competitive Bid
Request for Proposal
This is Not an Order

Emergency Medical Services (EMS) Simulation Software

Date:	7/31/2026
Site Walk-thru:	NA
Proposal Due On:	8/21/2026 2:00pm
Return Proposal To:	Ashley Macdonald, Manager of Financial Services Washington County Community College One College Road Calais, Maine 04619
Telephone:	(207) 454-1023
Email:	amacdonald@mainecc.edu



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EMS Simulation Software

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Competitive Bid Request for Proposal EMS Simulation Software

Introduction

Washington County Community College (WCCC), hereinafter referred to as WCCC, is requesting proposals from qualified vendors to provide Emergency Medical Services (EMS) simulation software to support instruction in EMS classrooms. The goal is to enhance student learning, clinical decision-making, and scenario-based training through an interactive, realistic, and easy-to-use simulation platform that integrates with existing classroom technologies.

WCCC reserves the right to reject any and all proposals, and is not necessarily bound to accept the lowest bid if doing so is contrary to the best interest of the College. Washington County Community College is an Equal Opportunity/Affirmative Action Institution and Employer.

Background

Washington County Community College is a comprehensive community college offering a unique blend of technical, career and liberal studies programming including a robust workforce and professional development program that offers extensive non-degree professional and continuing education opportunities. Our 400-acre campus is located in Calais Maine overlooking the St. Croix River with a view of St. Stephen, New Brunswick and the nearby Moosehorn National Wildlife Refuge.

Schedule

Description	Day/Date	Time
RFP Issued	7/31/26	
Site Walkthrough	NA	
Proposals Due On	8/21/26	2:00PM
Award Notification	8/25/2026	

Examination of Specifications of Bids



Vendor is to assure that all contractors meet state, federal, and OSHA guidelines and codes, as applicable.

Scope of Services

The selected vendor will provide an EMS simulation software solution, including immersive or virtual reality-based training capabilities, designed for classroom and lab-based instruction.

Core Functional Requirements

- Fully interactive EMS simulation platform supporting scenario-based learning and skills practice
- Support for immersive learning environments (e.g., virtual reality or equivalent simulation technology)
- Ability for students to practice critical EMS skills in a safe, repeatable, low-risk environment
- Pre-built library of EMS scenarios
- Scenarios aligned with state and national EMS certification requirements

Simulation & Scenario Capabilities

- Ability to simulate real-world EMS environments and emergency situations
- Scenario repeatability for skills mastery and remediation

Instructional & Assessment Features

- Instructor dashboard for:
 - Scenario control and facilitation
 - Monitoring student progress in real time
- Built-in performance tracking and analytics, including:
 - Skill completion tracking
 - Response time measurement
 - Scoring based on established EMS protocols
- Debriefing tools to support post-simulation review and discussion
- Support for both individual practice and instructor-led group instruction



Technical Requirements

- Compatible with:
 - Standard classroom computers and/or VR-ready systems
 - Commercial VR headsets (if applicable) or equivalent simulation hardware
- System must function in:
 - Classroom environments
 - Simulation labs
 - Potential remote or hybrid learning settings
- Reliable performance with minimal latency
- Secure user authentication and data privacy compliance

System Integration

- Ability to integrate into existing EMS curriculum and instructional workflows
- Compatibility with LMS platforms (preferred but not required)
- Scalable deployment across multiple classrooms or lab stations

Estimated Quantities Based on Campus Needs

- 8 VR simulation software licenses
- 8 headsets (if applicable)

Additional Requirements

- Must support EMS curriculum standards and competencies.
- Vendor must provide:
 - Initial implementation and onboarding support
 - Faculty and staff training
 - Ongoing technical support and updates
- Optional additional content for CNA skills training

Contractor's Insurance

The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand



Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.

Interpretation of Bid Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to **Becca Tucker** via email at the following email address: **btucker@mainecc.edu**.

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

Bid Review and Evaluation

The College reserves the right to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to the proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

Preparation of Bids

WCCC seeks the proposal that meets the specifications noted in this RFP. WCCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)



- Company quote with detailed specifications and pricing
- Company specific terms and conditions

Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified.

Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified.

Submission of Bids

The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC2703

Attention: Ashley Macdonald, Manager of Financial Services

Alternatively, quotes may be emailed to amacdonald@mainecc.edu by 2:00pm on 8/21/2026 with the subject line "WC2703 EMS Simulation Software"

Withdrawal of Bids

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.



WCCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. WCCC also serves the right to choose the proposal that best meets the needs of its facilities and training programs.

Taxation and Compliance

Maine Community College System d/b/a/ Washington County Community College is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state, and local statutes, laws, codes, rules, regulations, ordinances, and orders in the performance of the Contract.

Prohibited Terms and Conditions

NOTICE TO VENDORS AND BIDDERS:

STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses, or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and



9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS 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 standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
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 MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity



Attachments

Bid Submission Form

EMS Simulation Software

- Software licenses/hardware for EMS classroom simulation \$ _____
- Maintenance and/or Warranty Agreement \$ _____
- Implementation, Training, and Support Services \$ _____

Specify lead time to deliver and install product _____

Total Amount

Submitted by:

Company

\$

Name: _____

Company Website: _____

Contact Name: _____

Phone Number: _____

Email: _____

Pricing Good for _____ days from submission or to date _____

Acceptance of Terms and Conditions Date _____

X

Signature of Authorized Official Bidder

X

Signature of Authorized Official for Bidder

*All fields must be complete for bid submission to be considered