



Keene State College Purchasing Office  
229 Main Street  
Keene, NH 03431  
Phone: 603/358-2493  
Fax: 603/358-2495  
Web Site: [www.keene.edu/purchasing](http://www.keene.edu/purchasing)

Today's Date: January 9, 2017

RFX: 14115-0001

Due Date & Time: January 24, 2017 at 12:00 PM

**Grael EEG System 14115-0001**

**Request for Bid. This is not an order.** Keene State College (hereafter referred to as USNH or Owner) reserves the right to reject any or all bids and to waive any formalities in the bid process. By responding to this solicitation, the respondent (or responding firm) acknowledges that, subject to the provisions of the New Hampshire RSA 91-A, also called "NH's Right to Know Law", all documents submitted as part of the response are public records after the issuance of an award, unless otherwise stated herein.

Responses must be either hand delivered or mailed and must be received by the due date and time. Other delivery methods (Fax, email, etc.) will not be accepted.

Bids will be opened in the Keene State College Purchasing office the time and date indicated above. Late bids will not be accepted.

**Holiday Closing:**

Refer to RFX Timeline below for a listing of any holiday closings.

**UNH Inclement Weather Policy:** It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. You may review our website at [www.keene.edu](http://www.keene.edu) to learn if the College is open or if curtailed operations are in effect. Any events scheduled for a day when curtailed operations have been declared will be postponed until the next business day at the same time as originally scheduled.

**Contact:** The contact for this request for bid is Renee Harlow. Any communication regarding this bid between firms and College personnel and/or evaluation committee members is prohibited, unless previously authorized by the aforementioned agent or his/her designee.

**Questions:** All questions concerning this request for bid must be submitted in writing to Renee Harlow, at [rharlow@keene.edu](mailto:rharlow@keene.edu). Questions will be answered via written addenda posted on [www.keene.edu/purchasing](http://www.keene.edu/purchasing). It is the responsibility of the Bidder to verify that s/he has reviewed all addenda and other required documentation.

All questions must be received by the Questions due date. Questions received after this date will not be answered.

**RFX Timeline (actual dates may vary slightly based upon individual circumstances)**

|                                |                                |
|--------------------------------|--------------------------------|
| RFX Release                    | 01/09/2017                     |
| Deadline for Written Questions | 1/17/2017 by 12:00 p.m. (noon) |
| Response to Questions          | 1/19/2017                      |
| RFX Due                        | 1/24/17 at 12:00 p.m.          |
| University Holiday Closing     | 1/16/2017 - Civil Rights Day   |

**Specifications:** The Owner requires equipment to meet or exceed all specifications as provided. Owner will be the sole determinant as to suitability/acceptability of all submittals. Brochures and detailed specifications must be supplied with submittal.

|                              |   |
|------------------------------|---|
| EEG Channels                 | 32  |
| Bipolar Channels             | 16  |
| Extra Inputs                 | Event Button, Oximeter with Pleth Waveform  |
| DC/AC                        | DC  |
| Max Sampling Rate            | 4096 Hz   |
| Sampling Rate (Hz)           | 256, 512, 1024, 2048, 4096  |
| Bandwidth                    | DC-1150 Hz  |
| Resolution                   | 24-bit  |
| Input Range                  | 300mV to 3000mV   |
| Sensitivity                  | 18nV  |
| Input Impedance              | >100 MOhm   |
| Common Mode Rejection (CMRR) | >100 dB   |
| Noise (peak-to-peak)         | <2 uV   |
| Impedance Check              | Yes   |
| Trigger                      | 8-bit TTL   |
| TMS Compatible               | Yes   |
| tACS/tDCS Compatible         | Yes   |
| Device Synchronization       | Includes PTP (precision time protocol) hardware to allow synchronizing multiple units for 64 (or higher) referential channels |
| Headcap Connector            | Yes   |
| Recording Interface          | Ethernet  |
| Power                        | Power Over Ethernet (PoE)   |
| Medical Certification        | CE Class IIa, FDA   |

**In addition, the proposed system includes:**

- 3 Quick-Cap Electrode Caps (S, M, L)
- LPT to Amplifier Cable
- Curry7 Data Acquisition Software

**Substitutions:** The Owner prefers the manufacturer(s) and model(s) as specified; however, substitutes will be considered. All substitutions must be equal to or exceed all aspects of the specified items. All substitutions must fit in the spaces allocated for that item. Owner will be the sole determinant as to suitability/ acceptability of any substitute offered. Brochures and detailed specifications must be supplied if bidding an alternate.

**Delivery Terms:** FOB Destination prepay and allow.

**Payment Terms:** Net 30 days

- Pricing:** Unit prices shall be net and include all costs to supply, deliver, install and warranty items as appropriate. In the case of a discrepancy between the unit price and the extended price, the unit price shall prevail. Itemized quotes must be submitted in for the bid to be considered. Suppliers must provide a price on each line. For those lines where price is included as part of another line, enter \$0 and revise the product description to note which line includes pricing for this item or for lines not bid, enter \$0.

**Insurance Requirements:** Within ten (10) business days after the Owner mails, sends a fax transmission or delivers a Notice of Acceptance, Agreement or Purchase Order, or prior to beginning work on campus, whichever is sooner, the successful Firm shall deliver to the Owner the Certificate of Insurance specified on the document entitled “Insurance Requirements.” The document can be accessed by going to <http://www.unh.edu/purchasing/Insurance%20Requirements.pdf> .

**USNH Terms and Conditions:** Terms and conditions are available on the UNH Procurement Services web site at [www.unh.edu/purchasing/forms.html](http://www.unh.edu/purchasing/forms.html). By responding to this solicitation, the Firm acknowledges that s/he has read, understands and accepts the USNH’s terms and conditions

**Public Records: Applicability of the New Hampshire Right to Know Law, RSA 91-A**

- Subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, prior to the issuance of an award the USNH shall treat all bids received as confidential. After the issuance of an award all bids shall be public records. If no award is issued and the solicitation is cancelled without intention of reissuance, all bids shall be public at the time of cancellation. If no award is issued and USNH intends to reissue the solicitation, all bids shall be confidential until the award is issued or the subsequent solicitation is cancelled without intention of reissuance.
- Also subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, the working papers and any other records of the discussions or deliberations of the evaluation committee or any of its members shall be treated as confidential and entitled to either or both of the specific exemptions from public access provided for in RSA 91-A:5, VIII and IX.
- Applying labels to documents such as “confidential” will not keep them from becoming public records as described in the preceding sections or otherwise affect the application and operation of the New Hampshire Right to Know Law, RSA 91-A.”