

Vendor Questions to AFDO RFP 19-001

One Contractor did not provide an intent to bid and therefore their questions did not receive a response.

1. Do you have pre-bid conference planned?

No pre-bid conference is scheduled. The submission of questions and posting of responses was done in place of the pre-bid.

2. Some of the vendor(s) have source code in their possession and have un-due advantage to respond to this RFP.

We cannot provide the answer because Contractor did not provide a formal intention to bid.

3. Can you provide all the vendors' access to same information based on NOA (non-disclosure agreement) - This will help us planning support and enhancement hours along with transition and/or learning time effort?

We cannot provide the answer because Contractor did not provide a formal intention to bid.

4. There was is pre-bid conference at PDA sometime back; is this is continuation of the same or different?

This procurement is separate from the work that was done by Pennsylvania.

5. Can you please define normal business hours, including what time zones must be supported?

All US time zones should be supported including Alaskan time. RFP Page 39.

6. In maintaining licenses, is the contractor responsible for the license with Pennsylvania Department of Agriculture (PDA)?

The Contractor is not responsible for the license with Pennsylvania. Each state will have their own license.

7. "Item A, B, and E will be procured by AFDO. Items A, D, and E may be procured by the individual state agency participants at a state's option, but this RFP and any contracts issued pursuant to it does not guarantee any additional state contracts. The final awards may be for one or both of the software applications." Clarification: Is this saying that the vendor who is awarded this RFP will have the first right to the state contracts, or can the states contract with their own vendors? If they contract with their own vendors who is responsible for integrating the states local development into the core PDA code base? Is there currently a version control for the codebase in place?

States will have the option to contract with the selected Contractor, there is no expectation of providing any support or enhancements to states not contracting other than Pennsylvania. For Pennsylvania all enhancements created under this RFP and requested shall be provided. There is no current version control for the code base.

8. In TERMS AND CONDITIONS (vv), is this indicating that the contractor must adhere to these standards in their operations and in any new software enhancements, or is it indicating that the existing software must be modified to meet these standards, or both?

It is anticipated the Contractor will provide both.

9. In SPECIFICATIONS regarding "Proposals shall address all the software licenses (including third party)". Does this include managing the license with PDA? Does this include paying for licenses? Please provide a list of current licenses integrated into this product.

See Appendix A and B. Contractor is not expected to provide license for Pennsylvania. Contractor is expected to provide license for all contracting customers.

10. In MAINTENANCE AND SUPPORT regarding Implementation of Updates, please confirm that the following is true or clarify: This indicates that the contractor will pass through any enhancements from PDA or other licensors, charging only for any time associated with code integration maintenance. The contractor holds no license to any of the work.

To the extent requested, by AFDO on behalf of the Governing Council, the Contractor will pass through any enhancements from Pennsylvania Department of Agriculture or other licensees, charging only for any time associated with code integration maintenance. The Contractor holds no license to any of the work.

11. In TRAINING, is the contractor expected to provide training for the existing code base? If so are there materials currently available or will this all need to be created.

The Contractor may be required to provide training on new enhancements or existing functionality. Very few current materials exist.

12. In HOSTING, for those states which are cloud-hosted, will each state have their own instance of the application and database, or will their data be in a single database segmented by state details?

Yes, each Customer will have their own instances of the application and database.

13. To give a meaningful bid on hosting, please provide some current statistics per state including at a minimum - size of the database, size of the codebase, language application is developed in, current bandwidth usage, current visits per month.

Please see Appendix A and B on pages 59-65 in the RFP.

14. Will the AFDO provide the database schema and notes for the existing code?

AFDO will provide database schema and notes if available upon award

15. The SOW states: "Item A, B, and E will be procured by AFDO. Items A, D, and E may be procured by the individual state agency participants at a state's option". We understand that it's important to support the states specific programs and will need additional maintenance. Will these services be procured by the states through this contract? (Page 2)

Yes. Services may be procured by each Customer or AFDO through this RFP.

16. On page 2, the SOW states: "Item A, B, and E will be procured by AFDO. Items A, D, and E may be procured by the individual state agency participants at a state's option". Also on page 55, the SOW States: "Cost for AFDO procured overall system enhancement hours procured in advance in the following lots" We assume enhancements could also be requested and paid for by AFDO and/or States. Can AFDO please clarify if this is a valid assumption? (Pages 2 and 55)

Enhancements can be requested and paid for by either AFDO or a specific State. The assumption is correct.

17. The SOW states: "Item A, B, and E will be procured by AFDO. Items A, D, and E may be procured by the individual state agency participants at a state's option". Also the SOW states: "d. Coordinate planning meetings with AFDO and Customers." Our understanding is that AFDO will play an important role in coordination. Will the AFDO be open to adding this scope item to the AFDO procurement scope? (Page 2)

See Question 19.

18. The SOW States: "The bidder must include a narrative of the bidder's corporation organizational chart. Please clarify if this is referring to a project organizational chart or an overall vendor's organizational chart. (Page 18)

Both charts should be included and where the project would reside within the overall organizational structure.

19. The SOW states "Contractor personnel may be required to be onsite for meetings, requirement sessions, troubleshooting activities, etc. at the discretion of contacting agency. All cost incurred for these meetings will be the responsibility of the Contractor." This seems to be a broad requirement. Will the AFDO be open to put some constraint on this requirement? For example, "Contractor personnel may be required to be onsite for meetings, requirement sessions, troubleshooting activities, etc., in York Pennsylvania, at the discretion of contacting agency. All cost incurred for these meetings will be the responsibility of the Contractor. Additional meetings at other locations and/or state meetings will be paid by the AFDO and the states." (Page 18)

Overall system related meeting may be held in York or another location of AFDO's choice. We do not anticipate the need for on-site service for each state but when there are significant challenges the expectation is that on-site service will be provided. AFDO will coordinate with Contractor when such on-site service is required. In cases where on-site support is required typically AFDO will participate in the on-site visit.

20. The SOW specifies staffing requirements for a list of positions including Project Manager, Application Architect, Senior Application Developers, etc. However, it doesn't specify which one of these are key personnel. Can AFDO please specify which ones of these positions are considered key personnel? (Page 19-20)

The following positions are considered key personnel: Project Manager, Application Architect, Senior Application Developers, Senior Business Analyst, and Database Architects.

21. The SOW specifies: "k. Technical Literature-All Technical Proposals shall include specifications and technical literature sufficient to allow AFDO to determine that the equipment/services meet(s) all requirements. If a requirement is not addressed in the technical literature, it must be supported by additional documentation and included with the bid. Proposals without sufficient technical documentation may be rejected." Can AFDO please clarify what technical literature AFDO is looking for? (Page 21)

This item will no longer be a requirement for the RFP. See Amendment 1, item 4 for response.

22. We assume that the incumbent such as CAI will be available during the transition phase to support knowledge transfer etc. and also provide all the project materials. Can AFDO please confirm if this is a valid assumption? (Page 30)

While many states have included this in their contract with their current support contractor, AFDO has no formal mechanism to ensure incumbent participation.

23. The SOW requests to submit State Supporting Pricing Sheet. Our understanding is the requirements for state support vary drastically by states. However, the associated price sheet does not allow for these types of variation. We assume that we will provide a baseline pricing and work with the states that require additional requirements as a separate task post award. Can AFDO please confirm if this is a valid requirement? (Page 52)

Please provide baseline pricing and any factors for variation and how the pricing would be determined on any such variation.

24. On page 54 the SOW request a pricing "Provide a description of the pricing process for developing a process to incorporate items developed by other application licensees through other arrangements as requested by AFDO and for transferring new development to and from the Pennsylvania Department of Agriculture as requested." Also on page 2, the SOW "Item A, B, and E will be procured by AFDO. Items A, D, and E may be procured by the individual state agency participants at a state's option". We understand that it's important to maintain a controlled source code baseline. (Page 54)

- a. Does this requirement mean incorporating changes developed by another vendor into the code covered by this RFP?

Yes

- b. If so, currently this scope is not procured by either AFDO or states. Will this scope item be procured by AFDO or State?

It could be procured by either.

25. SOW states "Only the proposers advancing to round 3 will be offered the opportunity to conduct a product demonstration". Our understanding is this is referring to the "Vendor presentation/Management interview." Can AFDO please clarify if a specific product demonstration is required? (Page 57)

See RFP Amendment 1, item 7 for response.

26. The SOW states that "(Functional 50 points, Technical 50 points)" while the maximum points are list as 200 points. What item is scored for the remaining 100 points? (Page 57)

See RFP Amendment 2, item 7 for response.

27. Please list the state, local, and territorial food safety and plant industry programs that you represent that have USAPlants and USAFoodsafety installed. (Page 1)

Assume all current installations of USA Plants and USAFoodSafety except Pennsylvania, are included, individual States may opt to not procure under this procurement.

28. You've stated that funding for this contract is provided through a cooperative agreement with the Federal government and that also AAFCO is also contributing. However, on page 3, Period of Contract, you say "Renewals will be contingent on the availability of federal funding." What provisions have you made if state or Federal funding runs out? What recourse will your customers have for continued support of their systems? (Page 1 & 3)

As is consistent with government funding and cooperative agreements and grants, funding may or may not be continued.

29. What firm is currently supplying the support services described on page 2?

Multiple contractors are providing support to these applications. State may also be using in-house support.

30. The next to last sentence in the last paragraph on page Page 3, seems to be missing some text. Can you please correct this sentence?

Please see RFP Amendment 1, item 3 for response.

31. How many incident requests/calls/email do you receive per month? (Pages 37-42)

We are unable to provide that information.

32. Please provide a list of client organizations and the installed, in-scope application modules they have installed with versions. (Pages 37-42)

See RFP Amendment 2, Appendix C for response.

33. How many requests for enhancements do you receive per month or per year? (Pages 37-42)

We are unable to provide that information.

34. Scope of the maintenance services you are requesting? (Pages 37-42)

Please refer to RFP Specification section.

35. What technical literature are you requesting? (Page 21)

See Question 21.

36. How many trainees will be involved in each of the four types of training required in this section? (Pages 44)

We are unable to provide that information.

37. Is the intent of the training to ultimately equip AFDO personnel to provide all maintenance and support to its constituents? (Page 44)

The training is meant for the Contractor to provide training as requested by state programs. AFDO will not become a trainer of either application.

38. Please list each of your customer's hosting environment by application. (Page 46)

Please see RFP Amendment 2, Appendix C for response.