



# COMMONWEALTH of VIRGINIA

Jewel H. Bronaugh, Ph.D.  
Commissioner

## Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

October 5, 2020

### QUESTIONS AND ANSWERS

Reference – Request for Proposal: 301-21-006  
Seed Laboratory Management Software System  
RFP Dated: September 16, 2020  
Proposals Due: October 23, 2020 at 2:00 PM EST  
Buyer: Kevin Steinbrecher  
Director of Procurement and Support Services

The following questions and answers are provided.

1. Can the solution be custom built for VDACS or does it need to be an existing system?

A custom built solution may be proposed, but note that offerors may be asked to present a demo of their solution as stated in Section IV.A.3 of the RFP. This may present a challenge for offerors proposing custom solutions which have not yet been produced. In addition, as custom solutions tend to require greater investment in time from an end user's subject matter experts, offerors proposing a custom solution may want to include a description of the development methodology that would be used and how VDACS staff would be expected to participate in the process.

2. Do you anticipate extending the bid due date?

No.

3. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

None.

4. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free?](http://www.mygovwatch.com/free?)

No, not to my knowledge.

5. Other than your own website, where was this bid posted?

My agency only posted the RFP on the eVA website and the Virginia Department of Agriculture and Consumer Services website.

6. Is there anything we need to do if we are not bidding this opportunity?

There is no requirement to submit a proposal in response to this RFP. If a firm is not interested in the opportunity, they would not submit a proposal.

7. What is the current system and what is the technology?

The current system is Pure Harvest and is hosted by Elmwood Solutions. The current technology is written in PHP.

8. How many use the system and are there internal and external users?

Approximately 7 or 8 people use the system and they are all internal.

9. Can vendors who do not participate in this pre-proposal meeting submit a proposal?

Yes. The pre-proposal meeting is optional and not mandatory so offerors can submit proposals that did not participate in the meeting.

10. On the third page of the RFP, is the \$8,000 annual amount paid for the services the budget amount? If so, this could be a challenge for offerors to provide a solution at that annual amount.

The value listed in the RFP is not the budget amount. It is the approximate amount paid annually for the seed analysis and reporting services from our current contract vendor. Though there is not an established budget amount for this project, VDACS understands the annual costs may be higher as offerors must account for the expense of meeting the required security and oversight standards. Offerors are encouraged to submit a proposal in response to the RFP per the 3-year breakdown as stated on the Attachment B Pricing Schedule. It should also be noted the Price of Services category under V. Evaluation and Award Criteria, is a 15 point value while the plans and approach category has a 50 point value, so how well the solution meets the agency's requirements will be valued more highly than the price of services.