

## TECHNICAL SUBMITTAL

- I-1. Statement of the Project.** The Department of Agriculture is soliciting for a contractor to develop and maintain an agricultural education program that complies of Act 91.

**Background.** Act 91 of November 22, 2000, amending the School Code of 1949, requires that the PDA enhance its support of agricultural education and Pennsylvania Future Farmers of America (FFA) activities. Act 91 specified new obligations for the Department focusing on the development of agricultural education materials and programs. In addition, the School Code of 1949 was amended in November 2017 with Section 1549.1., Commission for Agricultural Education Excellence.

### ***Offeror Response***

- I-2. Qualifications.**

- A. Company Overview.** Suppliers interested in submitting a bid to become the Awarded Supplier must meet all experience requirements in regards to Agricultural education in regards to Act. 91.

### ***Offeror Response***

- B. Prior Experience.** Include experience in Agricultural Education in regards to Act 91, ten years of experience is required. Ten years of experience in organizing state-wide youth agricultural conferences. Ten years of experience in transporting, guiding and chaperoning youth groups. Ten years of experience in coordinating experience with other State and National FFA groups. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

### ***Offeror Response***

- C. Personnel.** Describe in narrative form the number of executive and professional personnel who will be engaged in the work and indicate where these personnel will be physically located during the time they are engaged in the Project. For key personnel, include the employee's name, and through a resume or similar document, the Project personnel's education and experience in agricultural education in regards to Act 91. Indicate the responsibilities each individual will have in this Project and how long each has been with your company.

### ***Offeror Response***

**D. Subcontractors:** Provide a subcontracting plan for all subcontractors, including small diverse business and small business subcontractors, who will be assigned to the Project. The selected Offeror is prohibited from subcontracting or outsourcing any part of this Project without the express written approval from the Commonwealth. Upon award of the contract resulting from this RFP, subcontractors included in the proposal submission are deemed approved. For each position included in your subcontracting plan provide:

1. Name of subcontractor;
2. Primary contact name and email;
3. Address of subcontractor;
4. Description of services to be performed;
5. Number of employees by job category assigned to this project; and
6. Resumes (if appropriate and available).

***Offeror Response***

**I-3. Training.** If appropriate, indicate recommended training of agency personnel. Include agency personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

***Offeror Response***

**I-4. Financial Capability.** Describe your company's financial stability and economic capability to perform the contract requirements. The Commonwealth reserves the right to request additional information to evaluate an Offeror's financial capability.

***Offeror Response***

**I-5. Tasks.** Describe in narrative form your technical plan for accomplishing the work using the task descriptions set forth below as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of person hours allocated to each task. Include a Program Evaluation and Review Technique (PERT) or similar type display, time related, showing each event. If more than one approach is apparent, comment on why you chose this approach.

- Develop and maintain an inventory of Agricultural Education materials, program and resources available to Commonwealth agencies.

- Develop an awards program to recognize exemplary agricultural education curriculum programs in Pennsylvania.
- Assist with the development of the Annual Report of Agricultural Education in the Commonwealth.
- Facilitate the participating and involvement of FFA Chapters in PDA sponsored activities, to include the Pennsylvania Farm Show, All-American Dairy Show, Keystone International Livestock Exposition, Farm-City Day and local fairs.
- Represent the PDA on the FFA Foundation and Agricultural Education collaboration such as Team Ag Ed, CASE and others.
- Develop a National Agriculture Week event with the PDA.
- Incorporate the PDA in FFA Week activities
- Represent the PDA at the National FFA Convention and other FFA leadership events.
- Coordinate the State FFA Leaderships Conferences
- Provide outreach and fundraising efforts for State FFA conferences and events.
- Maintain the database of FFA Chapters in Pennsylvania and help connect the PDA with these groups when needed.
- Support the PDA and the Farm Show staff with outreach and promotion of Agricultural Education events at the various state sponsored shows.
- Coordinate the National Officer Training program, to include work sessions with the PDA's Executive Office.
- Assist the PDA in promoting Agriculture and Agricultural Education through live events, internal meetings and regular communications with the PDA's Executive Office.
- Incorporate the PDA in FFA conventions and conferences.
- Represent the PDA at local school meetings through the State Officers FFA Chapter Visitation Program.
- Coordinate an agricultural organization and agricultural groups outreach effort to facilitate relationships with FFA and the PDA.
- Assist with the Commission for Agriculture Education Excellence in developing a Statewide plan for agricultural education and coordinate the implementation of related agricultural education programming with the Department of Agriculture and the Department of Education.

- Serve as an FFA program specialist to oversee State-related FFA activities and implement initiatives for local agricultural education program success.
- Assist FFA teaches and students in obtaining educational training at both the state and national levels.

## **I-6. Reports and Project Control.**

**A. Status Report.** A periodic quarterly progress report covering activities, problems and recommendations. This report should be keyed to the work plan the Offeror developed in its proposal, as amended or approved by the Issuing Office.

### ***Offeror Response***

**B. Problem Identification Report.** An “as required” report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include Offeror recommendations with supporting rationale; and

### ***Offeror Response***

**C. Final Report.** A final report detailing outreach activities, events, and the promotion of Agricultural education as required in the tasks.

### ***Offeror Response***

## **I-7. Requirements.**

- A. Emergency Preparedness.** To support continuity of operations during an emergency, including a pandemic, the Commonwealth needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential contracts that provide critical business services to the Commonwealth have planned for such an emergency and put contingencies in place to provide needed goods and services.
1. Describe how you anticipate such a crisis will impact your operations.
  2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:
    - a. Employee training (describe your organization’s training plan, and how frequently your plan will be shared with employees);

- b. Identified essential business functions and key employees (within your organization) necessary to carry them out;
- c. Contingency plans for:
  - i. How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness; and.
  - ii. How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
- d. How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc. and;
- e. How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

#### ***Offeror Response***

**I-8. Objections and Additions to Standard Contract Terms and Conditions.** The Offeror will identify which, if any, of the terms and conditions contained in the **Buyer Attachments** section that it would like to negotiate and what additional terms and conditions the Offeror would like to add to the standard contract terms and conditions. The Offeror's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the Commonwealth. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Offeror shall not request changes to the other provisions of the RFP, nor shall the Offeror request to completely substitute its own terms and conditions for this RFP. All terms and conditions must appear in one integrated contract. The Issuing Office will not accept references to the Offeror's, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the Offeror must submit its proposal, including the cost proposal, on the basis of the terms and conditions set out in the **Terms and Conditions** contained in the **Buyer Attachment** section. The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in the **Terms and Conditions** contained in the **Buyer Attachment** section or to other provisions of the RFP.

#### ***Offeror Response***