SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

REQUEST FOR PROPOSALS

ENTERPRISE APPLICATION SOFTWARE

RFP #2025-04

RFP Posted:	January 7, 2026
Questions Submitted	January 30, 2:00 p.m. (MT)
Questions Posted	February 6, 2:00 p.m.
Proposal Due Date:	February 27, 2:00 p.m.

The South Dakota Science and Technology Authority (SDSTA) is seeking proposals for the purchase and implementation of an enterprise application software (EAS) system for use at the Sanford Underground Research Facility (SURF).

1.0 Background

The South Dakota Science and Technology Authority (SDSTA) is a quasi-governmental agency established by the State of South Dakota to oversee and operate the Sanford Underground Research Facility (SURF) at the former Homestake Mine in Lead, South Dakota. This facility has been revitalized to support a wide range of scientific research—both surface and underground—including disciplines such as physics, biology, and geology. SDSTA employs approximately 250 staff members and manages an annual operating budget of $60.5 million for 2026, funded primarily by the U.S. Department of Energy.

Currently, SDSTA relies on multiple standalone software systems to manage SURF operations. While some integration exists through Application Programming Interfaces (APIs), many processes still require manual intervention. This fragmented approach creates inefficiencies, particularly in financial and budgeting workflows. To address these challenges, SDSTA is seeking an enterprise application software (EAS) solution that consolidates core business functions, enhances visibility into operational data, and eliminates redundant data entry.

2.0 Existing Software Systems

System	Function
Deltek Costpoint	Finance, Accounting
Cobra	Budget, Forecasting
ManagerPlus	Procurement, Asset Management, Facility/Maintenance Management

SDSTA currently uses three primary software systems—Deltek Costpoint, Cobra, and ManagerPlus—to manage its operations. The goal is to replace these systems with a single enterprise application software (EAS) solution that delivers equivalent functionality. In addition, SDSTA seeks to incorporate a Contract Management module, as no such system is currently in place.

Note: SDSTA uses Paylocity to manage human resource information including employee timesheets and payroll. SDSTA does not currently plan to replace Paylocity.

3.0 Objectives

- Fully integrated modules for key functions listed in Section 2.0, including the addition of a Contract Management module.
- Fewer manual data sharing processes and/or APIs.
- Seamless data exchange with Paylocity.
- Manager dashboards to view and query budget and financial data, including encumbrances.
- Simplified project billing for federal contracts, including retroactive billing for indirect or employee benefit rate changes.
- Asset management, including depreciation.
- Easy access to historical financial information beginning July 1, 2018.
- Defense Contract Audit Agency (DCAA) compliance.
- Cloud-hosted.
- Target go-live date of January 1 through July 1, 2027.

4.0 User Numbers

Module	Full Access	View Access
Finance, Accounting	20	80
Asset Management	100	80 (includes request access for work orders, POs)
Contract Management	20	80

5.0 Proposal Requirements

5.1. Proposals must be in digital format as a pdf file with standard letter size format. Note that there is a 50-page limit for proposals.

5.2. Include a cover letter describing the firm's understanding and approach to the project. Include email and phone information for the firm's designated point of contact.

5.3. Provide evidence of the firm's qualifications to meet the functional requirements and project objectives. A company profile, years in business, and core competencies must also be included. Provide three relevant examples of recent projects in organizations of similar size and scope.

5.4. Solution overview. Describe the core EAS solution and modules that would be used to provide the key functions and meet the objectives described in this document. If certain key functions listed in Section 2.0 are not provided by the core EAS or require third party solutions, clearly state that in the solution overview.

5.5. Implementation. Describe a typical implementation process. Include estimated duration and support services provided for implementation. Describe the firm's project management process and tools used for implementation.

5.6. Cost proposal. Describe the firm's pricing structure and provide a detailed cost proposal based on the user numbers provided. Itemize costs by one-time implementation costs versus annual license or subscription costs, as well as any optional products, support, or maintenance costs. Include relevant cost assumptions and any other information necessary to help SDSTA understand the cost proposal.

6.0 Selection Process

A best value selection process will be used to award this contract based on the criteria listed below. Selection will be made based on tradeoffs between price and non-price evaluation criteria. SDSTA will form a selection panel to review proposals against the requirements and objectives in this document. The selection panel will identify respondents to interview and provide a software demonstration. Following software demonstrations, a final selection will be made based on the following criteria:

- Functional requirements. Does the EAS solution do what is needed for SDSTA to manage operations effectively and efficiently? Is the solution scalable? Is the interface user friendly? (40%)

- Cost. Does the pricing structure make sense for SDSTA? Is the total cost of ownership, including ongoing support and maintenance, reasonable for SDSTA? Cost score is not based solely on the lowest upfront cost. (30%)

- Firm experience and expertise. Is the firm financially stable? Does the firm have a proven history with similar projects? Does the firm have experience with similar organizations, including nonprofit and/or government subcontractors? (20%)

- Implementation strategy. Is the implementation timeline reasonable? Is the project management methodology clearly defined? (10%)

7.0 Submission Timeline

Questions about this RFP must be submitted in writing by email no later than 2:00 p.m. MT January 30, 2026, to Mr. David Raad at draad@sanfordlab.org. Answers will be emailed to all prospective respondents and posted to the sanfordlab.org website no later than 2:00 pm February 6,2026. The information period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of time extension will be distributed to all prospective respondents.

Proposals must be submitted via email in .pdf format no later than 2:00 pm February 27, 2026, to Mr. David Raad at draad@sanfordlab.org. All communications regarding this RFP are to be directed by email to Mr. David Raad. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not permitted.