

**Entity Name:** South Dakota State Government  
**Event Number:** 10000  
**Event ID:** 24RFP24-0904002-014  
**Event Name:** Vaccine Education and Promotion  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 03/04/2024 05:00 PM Central Time  
**Q&A Cutoff Date:** 01/30/2024 3:47 PM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 269-80 Serums, Toxoids, and Vaccines  
**Allow Supplier Terms and Conditions:** No  
**Public Responses:** No  
**Display Awardee:** Display  
**Posting Board Status:** Published  
**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - 24RFP24-0904002-014**

"Response to Offeror Questions" document attached.

Do not submit responses through ESM Sourcing; please submit your response as specified in the RFP document.

The Invitation Type for this RFP, designated as "Invitation Only," indicates that vendors who have chosen the applicable NIGP codes for the requested services will receive an autogenerated system email notification. The Invitation Only designation does not impose exclusivity or restrictions on access; it does not limit who can respond. Also, the RFP document is accessible to all interested parties for download via the Central Bid Exchange on OPM's website: <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>.

All vendors are encouraged to download the RFP and submit their proposals following the instructions outlined in the RFP document.

**1.0 GENERAL INFORMATION**

**1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**The South Dakota Department of Health (DOH), Office of Disease Prevention and Health Promotion's (ODPHP) Immunization Program is seeking assistance with raising awareness about the importance of vaccines. Vendor should develop activities around vaccine promotion and education. Some activities could include conducting virtual education sessions, conducting virtual and/or in persons conferences and leveraging media for messaging.

**1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**The Office of Disease Prevention and Health Promotion is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Division of Family & Community Health. The reference number for the transaction is RFP #24-0904002-014. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**1.3 LETTER OF INTENT**

All interested offerors must submit a Letter of Intent to respond to this RFP.

The letter of intent should be received by email no later than 02/09/2024.

The Letter of Intent may be submitted to Tim Heath via email at [tim.heath@state.sd.us](mailto:tim.heath@state.sd.us) Please place the following in the subject line of your email: "Letter of Intent for RFP #24-0904002-014."

**1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

**RFP Publication:** 01/29/2024

**Letter of Intent to Respond Due:** 02/09/2024

**Offeror Questions Due:** 02/16/2024

**Responses to Offeror Questions:** 02/23/2024

**Proposal Submission:** 03/04/2024

**Oral Presentations/discussions (if required):** 03/25/2024

**Proposal Revisions (if required):** 04/08/2024

**Anticipated Award Decision/Contract Negotiation:** 05/01/2024

**1.5 SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received in the South Dakota Department of Health, ODPHP by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

One original hard copy and an electronic copy of the proposal, including Cost Proposal, must be completed and received by the SD DOH, ODPHP by the date and time indicated in the Schedule of Activities. The proposal shall be continuously page numbered and have an index and/or a table of contents referencing the appropriate page number.

One original hard copy of the proposal and cost proposal must be submitted by mail (USPS or other mail carrier). The cost proposal must be in a separate sealed envelope and labeled "Sealed Cost Proposal". The sealed envelope must be marked with the appropriate RFP Number and Title. Proposals must be post marked by Proposal Submission date as referenced in the Schedule of Activities.

All proposals must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope should be marked with the appropriate RFP Number and Title. Proposals should be addressed and labeled as follows:

**REQUEST FOR PROPOSAL #24-0904002-014**

**PROPOSAL DUE 04/08/2024**

**STATE POC Tim Heath**

**SD DOH Immunization Program**

**615 E 4th Street**

**Pierre, SD 57501**

One electronic copy of the proposal and cost proposal must be electronically downloaded to a secure location provided by the Vendor where the State can access the Vendor's proposal. This secure location can be a SFTP site, an encrypted FTP site or a webpage using SSL if files are only downloaded, and nothing has to be uploaded. Cost reports included in proposals must be uploaded as a separate document. Vendors shall reference their secure web location in the paper copy of their proposal and/or email the location to the Buyer Point of Contact listed on page one of this document. Due to security concerns, the State will not accept electronic proposals on portable media.

No proposal shall be accepted from, nor will any contract or purchase order be awarded to, any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

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## **Terms and Conditions**

### **ESM Sourcing Terms**

None

### **General Terms and Conditions**

None

### **Event Specific Terms and Conditions**

See attached RFP Document