

Entity Name: South Dakota State Government

Event Number: 10005

Event ID: 24RFP10005

Event Name: SD Unified Judicial System Website Redevelopment & Maintenance

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 03/04/2024 05:00 PM Central Time

Q&A Cutoff Date: 02/05/2024 2:23 PM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 208-54 Internet and Web Site Software for Microcomputers; 915-96 Web Page Design, Management and Maintenance Services

Allow Supplier Terms and Conditions: No

Public Responses: No

Display Awardee: Display

Posting Board Status: Published

Event Status: Event Under Review

Section #: Name:

1 Section 1 - 24RFP10005

"Response to Offeror Questions" document has been attached.

Addendum #1: The RFP document has been 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 BIT SECURITY STANDARDS

Any contract or agreement resulting from this RFP will need to incorporate and conform to the necessary security standards required by the South Dakota Bureau of Information and Telecommunications (BIT) and Unified Judicial System IT Division. In addition, any contract or agreement resulting from this RFP will include the State's standard I/T contract terms listed in Attachment A and the State's standard contract terms and conditions as identified in Section 2.0 below, along with any additional contract terms as negotiated by the parties. As part of the negotiation process the contract terms listed in Attachment A may be altered or deleted. The vendor must indicate in its response any issues it has with specific contract terms. If the vendor does not indicate that there are any issues with any contract terms, then the State will assume those terms are acceptable to the vendor. There is also a list of technical questions, Security and Vendor Questions which is attached as Attachment B, the vendor must complete. These questions may be used in the proposal evaluation. It is preferred that the vendor's response to these questions is provided as a separate document from the RFP response. If the vendor will be hosting the solution, the file name must be "(Your Name) Hosted Security and Vendor Questions Response". If the solution will be hosted by the State, the file must be named "(Your Name) Security and Vendor Questions Response State Hosted". This document cannot be a scanned document but must be an original. If the vendor elects to make the Security and Vendor Questions part of its response, the questions must be clearly indicated in the proposal's Table of Contents. A single numbering system must be used throughout the proposal.

1.2 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

1.2.1 Background and Overview of Scope of Work:

The South Dakota Unified Judicial System (UJS) website is scheduled for a redesign. While navigation of the website, search-ability, content and continuity have been maintained, the time has come for an overhaul of ujs.sd.gov to ensure enhanced searchability; ease of customer use; connecting all content in a uniform look and feel; and ensuring a meaningful interaction for users. In addition, the vendor will provide a content management service for UJS staff to update and maintain the developed website.

The vendor will design, code, and populate a responsive internet website application. The vendor will work with UJS and the Bureau of Information and Telecommunications (BIT) to meet its technology and security requirements in all stages. In addition, the vendor will

design a new content management system (CMS) to populate all current and new content. The initial project plan is laid out in more detail below and in Section 3.0 of the Scope of Work.

1.3 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Unified Judicial System is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is RFP#24RFP10005. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.4 SCHEDULE OF ACTIVITIES

RFP Publication February 5, 2024

Deadline for Submission of Written Inquiries February 19, 2024

Responses to Offeror Questions February 23, 2024

Proposal Submission March 4, 2024 by 5:00 PM CST

Award Decision/Contract Negotiation March 22, 2024

Contract Start Date June 1, 2024

Launch Date January 1, 2025

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by March 4, 2024 by 5pm CST. Proposals received after the deadline will be ineligible for consideration.

1. An electronic PDF version must be emailed to RFP#24RFP10005@ujs.state.sd.us.

2. If the file exceeds 20MB, please provide an alternative option through an FTP site or DropBox with secured access. Please inform via the RFP#24RFP10005@ujs.state.sd.us of this in an email with instructions on accessing.

Note: No proposal shall be accepted from, or no contract or purchase order shall 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.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP document.