

Entity Name: South Dakota State Government
Event Number: 10026
Event ID: 24RFP10026
Event Name: Consulting Services to Conduct Strategic Planning Facilitation
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 02/26/2024 05:00 PM Central Time
Q&A Cutoff Date: 02/02/2024 9:47 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 918-90 Strategic Technology Planning and Consulting 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 - 24RFP10026

"Response to Offeror Questions" document attached.

Addendum #1: The Proposal Due Date is February 26, 2024.

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.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The State of South Dakota, Unified Judicial System (UJS) is the judicial branch of state government in South Dakota. The judiciary is responsible for the courts adjudicating legal disputes/disagreements and interpreting, defending, and applying the law in legal cases. We have 604.7 full-time equivalent (FTE) that includes both full and part-time judges and employees. These employees occupy judicial, professional, technical, administrative, clerical, and general labor positions across the entire State of South Dakota.

This RFP is focused on the UJS seeking a qualified contractor to facilitate strategic planning sessions and examine current realities, define a vision for the future, and develop a strategic plan for our organization to focus on objectives and initiatives to promote access to justice and employee efforts and innovation. Some key contractor functions will be:

- **facilitating strategic planning sessions with employees and other stakeholders to define the mission, objectives, and initiatives;**
- **developing and administering surveys;**
- **analyzing survey data and sharing findings;**
- **identifying trends, themes, and priorities;**
- **assisting in drafting the mission, objectives, and initiatives;**
- **assisting in developing metrics to evaluate progress towards strategic plan objectives and initiatives.**

The UJS expects that the successful contractor will commence their work in March 11, 2024 and complete no later than December 31, 2024.

1.4 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Unified Judicial System is the issuing office for this document and all subsequent addenda relating to it.

1.5 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

Description Due Date

- ☐ RFP Publication February 2, 2024
- ☐ Deadline for Submission of Written Inquiries February 19, 2024
- ☐ Responses to Offeror Questions February 23, 2024
- ☐ RFP proposals due February 26, 2024 5:00 p.m. CDT

☐ Anticipated Award Decision/Negotiation March 11, 2024

1.6 SUBMITTING YOUR PROPOSAL

All proposals must be completed and sent via email to RFP#24RFP10026@uds.state.sd.us by the date and time indicated in the Schedule of Activities. All RFP submissions must include all attachments for consideration. Only email submissions will be accepted. The email subject line must include the appropriate RFP #24RFP10026.

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

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP Document.