

Entity Name: South Dakota State Government
Event Number: 10048
Event ID: 24RFP24-0905001-018
Event Name: Laboratory Courier Services
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 03/22/2024 04:00 PM Central Time
Q&A Cutoff Date: 02/05/2024 3:03 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 962-24 Courier/Delivery Services (Including Air Courier 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 - 24RFP24-0905001-018

"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)

This proposal requests applications to provide courier services for the South Dakota Public Health Laboratory (SDPHL). The successful applicant will provide for the delivery of clinical and environmental samples from laboratory clients statewide.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Health is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, SD Public Health Laboratory. The reference number for the transaction is RFP # 24-0905001-018. 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 in the SD Public Health Laboratory by no later than 02/15/2024 by 4pm CST. If submitted by mail the envelope should be addressed to:

RFP # 24-0905001-018
DR TIM SOUTHERN
SD PUBLIC HEALTH LABORATORY
615 EAST 4TH STREET
PIERRE, SD 57501

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Dr Tim Southern via email at tim.southern@state.sd.us. Please place the following in the subject

line of your email: "Letter of Intent for RFP 24-0905001-018".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 02/05/2024

Letter of Intent to Respond Due 02/15/2024 by 4pm CST

Offeror Questions Due 02/23/2024 by 4pm CST

Responses to Offeror Questions 03/01/2024

Proposal Submission 03/22/2024 by 4pm CST

Oral Presentations/discussions (if required) 04/01/2024

Proposal Revisions (if required) 04/12/2024 by 4pm CST

Anticipated Award Decision/Contract Negotiation 04/26/2024

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the SD Public Health Laboratory by the date and time indicated in the Schedule of Activities.

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

The bidder has two options to submit proposals:

1) The bidder may submit one electronic original of the proposal and 2 paper copies of the proposal to be received by the Department no later than five days of the date and time indicated in the Schedule of Activities or,

2) The bidder may submit one original paper copy and 5 copies of the proposal by the date and time indicated in the Schedule of Activities.

All proposals must be signed by an officer of the responder legally authorized to bind the responder to the proposal on the form intended by the respondent. If the bidder chooses to submit an electronic copy, an electronic signature may be provided. 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 #24-0905001-018

PROPOSAL DUE 03/22/2024 by 4pm CST

DR TIM SOUTHERN

TIM.SOUTHERN@STATE.SD.US

SD PUBLIC HEALTH LABORATORY

615 EAST 4TH STREET

PIERRE, SD 57501

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.