

**Entity Name:** South Dakota State Government

**Event Number:** 10111

**Event ID:** 24RFP10111

**Event Name:** Coaching for Intake Family Services Supervisors and Specialists

**Requested By:** Missy Schuetzle

**Created By:** Missy Schuetzle

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

**Q&A Cutoff Date:** 02/13/2024 9:58 AM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 918-65 Human Relations Consulting; 958-22 Child Care Center Management and Operation Services

**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 - 24RFP10111**

"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)**

Division of Child Protection Services Centralized Phone Intake Supervisor and Intake Family Services Specialist consultation and coaching. Effective consultation and coaching is required to continue to support the child protection workforce, as the work is complex and requires both technical knowledge and adaptive skills that are challenging to learn in a one-time training. Coaching will be used to reinforce knowledge and skills, connect Supervisors and Family Services Specialists to the agency practice model, and support professional development so staff are accurate, precise, and effective in their roles. Coaching also has significant positive effects on coping, performance and skills, well-being, customer satisfaction and work attitudes. Supporting staff in these areas will assist in improved retention, which is vital to effective child protection practice and improves the practice with the children and families we serve.

**1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The Department of Social Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Division of Child Protection Services. The reference number for the transaction is RFP10111. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/keyresources/rfp.aspx> for the RFP, any related questions/answers, changes to schedule of activities, amendments, etc.

**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 to the Department of Social Services by no later than February 27, 2024, and must be addressed to Kirsten.Blachford@state.sd.us. Place the following, exactly as written, in the subject line of your email: Letter of Intent for RFP10111.

Be sure to reference the RFP number in your letter.

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

**RFP Publication February 13, 2024**

**Letter of Intent to Respond Due February 27, 2024**

**Deadline for Submission of Written Inquiries March 8, 2024**

**Responses to Offeror Questions March 19, 2024**

**Request for SFTP folder April 2, 2024**

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**Proposal Submission April 5, 2024**  
**Oral Presentations/Discussions (if required) April 26, 2024**  
**Anticipated Award Decision/Contract Negotiation May 17, 2024**

#### 1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by April 5, 2024, the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration. Proposals must be submitted as PDF's via Secured File Transfer Protocol (SFTP). Offerors must request an SFTP folder no later than the date and time indicated in the Schedule of Activities by emailing Kirsten Blachford at the email indicated on page one.

The subject line should be "RFP10111 SFTP Request". The email should contain the name and the email of the person who will be responsible for uploading the document(s).

Please note, offeror will need to work with their own technical support staff to set up an SFTP compatible software on offeror's end. While the State of South Dakota can answer questions, State of South Dakota is not responsible for the software required.

All proposals may be signed in ink or digitally by an officer of the offeror legally authorized to bind the offeror to the proposal and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected.

No proposal may be accepted from, or any contract or purchase order 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

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##### ESM Sourcing Terms

None

##### General Terms and Conditions

None

##### Event Specific Terms and Conditions

See attached RFP document.