

Entity Name: South Dakota State Government
Event Number: 10112
Event ID: 24RFP10112
Event Name: Executive Secretary for SD Board of Examiners
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 04/03/2024 05:00 PM Central Time
Q&A Cutoff Date: 02/14/2024 10:01 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 948-07 Administration Services, Health
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 - 24RFP10112

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 purpose of this RFP is to solicit an entity to serve as the Executive Secretary for the South Dakota Board of Examiners for Counselors and Marriage and Family Therapists. The entity will provide administrative services for the Board. Administrative services encompass all aspects of running the office including representing the board, communicating with consumers, licensees, those seeking to become licensed, and the general public.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Social Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the South Dakota Board of Examiners for Counselors and Marriage and Family Therapists. The reference number for the transaction is RFP10112. Refer to this number 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 are requested to submit a non-binding Letter of Intent to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal. Please see Schedule of Activities for deadline.

POC: Kirsten Blachford Kirsten.Blachford@state.sd.us
Be sure to reference the RFP number in your letter.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication February 14, 2024
Letter of Intent to Respond Due February 28, 2024
Deadline for Submission of Written Inquiries March 6, 2024
Responses to Offeror Questions March 20, 2024
Request for SFTP folder April 3, 2024
Proposal Submission April 3, 2024
Oral Presentations/discussions (if required) TBD
Deadline for Completion of Site Visits (if required) TBD
Proposal Revisions (if required) TBD
Anticipated Award Decision/Contract Negotiation May 1, 2024

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the South Dakota Department of Social Services by 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 April 3, 2024, by emailing Kirsten Blachford at the email indicated on page one.

The subject line should be "RFP10112 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.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached documents.