

**Entity Name:** South Dakota State Government

**Event Number:** 10213

**Event ID:** 24RFP10213

**Event Name:** Institutional Food Services for SD Developmental Center-Redfield

**Requested By:** Missy Schuetzle

**Created By:** Missy Schuetzle

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

**Q&A Cutoff Date:** 02/23/2024 2:56 PM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 918-52 Food Service Consulting; 958-67 Mental Health/Retardation Management Services (Incl. Operations, Facilities Maintenance, Nursing, Food Service, etc. 24/7

**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 - 24RFP10213**

"Response to Offeror Questions Documents (two documents) attached.

Addendum #1: Page 6, Section 2.1 has been updated as well as Page 15, Section 4.3.13 Menu Planning. Please note changes in red.

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)**

South Dakota Developmental Center (SDDC) intends to secure food service operations that meet the needs and concerns of people with intellectual and/or developmental disabilities. SDDC is seeking a nutritional, high quality, cost effective, and innovative solution to the food service needs of the facility. The full achievement of the comprehensive goals of this program should result in a food service operation that will complement the mission of SDDC.

This RFP is designed to provide interested Offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

All participating Offerors shall agree to comply with all of the conditions, requirements and instructions of this RFP.

**1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The SD Developmental Center is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Human Services. The reference number for the transaction is RFP # 24RFP10213. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

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

**RFP Publication 2/23/2024**

**Deadline for Submission of Written Inquiries/Questions 3/15/2024**

**Deadline for Completion of Site Visits (if requested) 3/15/2024**

**Responses to Offeror Questions 3/22/2024**

**Proposal Submission Deadline 4/05/2024**

**Anticipated Start of Contract Negotiation 4/12/2024**

**1.4 SITE VISITS**

Offerors are strongly encouraged to visit the campus and tour the food service facilities prior to submitting their proposal. To schedule a site visit, contact Shane Wright at [shane.wright@state.sd.us](mailto:shane.wright@state.sd.us). Place the following, exactly as written, in the subject line of your email: Site Visit Request for RFP

# 24RFP10213. All site visits must be completed by the date indicated in the Schedule of Activities. Failure to perform a site visit shall not relieve the offerors from any items and conditions of this RFP.

#### 1.5 SUBMITTING YOUR PROPOSAL

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

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

Proposals, including all attachments, should be submitted in Microsoft Word AND/OR a PDF (must be in searchable format) electronic format via Secured File Transfer Protocol (SFTP). Offerors must request an SFTP folder by emailing Shane Wright at [shane.wright@state.sd.us](mailto:shane.wright@state.sd.us). The subject line should be "RFP # 24RFP10213 SFTP Request". Offerors will mail one printed copy and one electronic copy (can be emailed) of each portion of their proposal.

The email should contain the name and the email of the person who will be responsible for uploading the document(s).

Please note, Offerors 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, the State of South Dakota is not responsible for the software required.

The cost proposal must be in PDF electronic format in a separate sealed envelope and labeled "Cost Proposal".

All proposals must 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. The sealed envelope should be marked with the appropriate RFP Number and Title. Proposals should be addressed and labeled as follows:

**REQUEST FOR PROPOSAL #: 24RFP10213**

**PROPOSAL DUE: 4/5/2024**

**STATE POC: Shane Wright**

**South Dakota Developmental Center**

**17267 W. 3rd St.**

**Redfield, SD 57469**

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.

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#### Terms and Conditions

##### **ESM Sourcing Terms**

None

##### **General Terms and Conditions**

None

##### **Event Specific Terms and Conditions**

See attached RFP Document