



SOUTH DAKOTA DEPARTMENT OF HEALTH (SDDOH)

RFP# 24-0901001-022

RESPONSE TO OFFEROR QUESTIONS

General Questions

Q. The RFP states responses are due no later than April 5th 2024 – can you please confirm if there is a time cutoff or is it 11:59pm, if is so, in Mountain or Central time?

A. The submission deadline is April 5, 2024, by 5 p.m. Central time.

Q. Would you provide a list of pre-qualified vendors for this effort?

A. No

Questions on Section 1.0 – General Information

Q. Do we need to provide a statement of non-discrimination, or does signing the RFP count as our statement?

A. Signing and submitting your response constitutes certification.

Q. What is the anticipated start date of the contract, which will last six months?

A. The Department of Health (DOH) hopes to have a contract signed by mid to late April.

Q. Does the State have a hard deadline on when the strategic plans needs to be completed? We understand anticipated award date is April 12th, and the contract will run for 6 months, but would like to know of any other hard or key dates.

A. The expectation is that the strategic plan will be completed by November 1, 2024.

Questions on Section 2.0 – Standard Contract Terms and Conditions

Q. The Terms and Conditions state that Supplier will not use State facilities. Later in the RFP Scope of Work however it states that there will be an onsite visit. Please confirm we will be able to hold the onsite visits at the State's offices.

A. The on-site strategic planning meeting will be held in Pierre, South Dakota. The SDDOH will secure a venue for the strategic planning meeting at SDDOH expense.

Questions on Section 3.0 – Scope of Work

Section 3.1

Q. The RFP states, "Conduct an environmental scan of current and future trends in health care, health care workforce, and the public health system with input from both external and internal partners." To clarify, does this directive encompass a broad scope, including current and future trends in the general health care industry and health care workforce (e.g., clinical staff, health care systems [electronic health records/electronic medical records], health care automation, health care policy, etc.) or is it intended to be more narrow, focusing solely on current and future trends in public health, public health workforce, and public health systems?

A. The environmental scan should focus on public health, public health workforce, and public health systems.

Q. What external stakeholders does the State anticipate will provide input on the environmental scan? Can you offer additional information regarding the external partners involvement in the environmental scan?

A. The external scan will include community partners the Department of Health works with to achieve its mission. Some examples may include are customers, providers such as hospitals, clinics, ambulance services, other state agencies, etc.

Q. Does SDDOH anticipate designating the list of internal and/or external partners or will they rely on the offeror to do so?

Does the State have a list of external and internal partners already created? Will the State provide help in outreach/providing contacts for the internal partners?

A. The SDDOH will provide the list of both internal and external partners for the environmental scan outlined in Section 3.1. The SDDOH will assist with outreach to the identified partners.

Q. Will SDDOH clarify whether the internal and external partners are to be engaged to inform the design of the scan, or whether the partner input is an intended output of the scan?

A. The input of internal and external partners is intended as an output of the scan.

Q. Will all key 40 employees tagged for this survey be able to speak accurately about health care trends, workforce, and the public health system or will they have subject matter expertise we should plan to leverage as subsets of the larger group?

A. It will be a combination.

Section 3.2.

Q. Is there overlap between the pool of 40 key SDDOH employees and the pool of key informant interview / focus group SDDOH staff?

A. No, it will be the same group.

Q. Does the State have a required number of focus groups?

A. At least two.

Section 3.3

Q. Will each of the six SDDOH divisions require a customized template per division?

A. As the intent it to gather consistent information to be used during the on-site strategic planning meeting, the SDDOH anticipates the template will be the same for each division.

Q. Does the State have any requirements for the template to be provided to SDDOH division leadership?

A. No

Q. Can the State provide more details around your expectations for assisting divisions with the development of their division-specific plans? Would this involve assisting with key informant interviews?

A. The key informant interviews are separate from the division-specific plan. The successful vendor will be expected to complete the key informant interviews (Section 3.2). The successful vendor will also provide a template for use by SDDOH divisions to inform the overall SDDOH strategic plan. The SDDOH would like respondents to include an optional service and budget to facilitate the division-specific planning.

Q. How would SDDOH like bidders to propose pricing for the “optional service of facilitating the division-specific planning”? Should it be priced separately?

A. Yes, please provide the pricing for facilitation of division-specific planning as a separate budget item.

Section 3.4.

Q. Can you please provide any additional context regarding the important/driving factors of the chosen month for the two-day on-site strategic planning meeting (i.e., July 2024)? Is there any flexibility?

A. The date of the on-site strategic planning meeting is negotiable; however, the expectation is that the strategic plan will be completed by November 1, 2024.

Q. The RFP indicates the 2-day DOH Leadership Retreat be conducted on-site. For other parts of the engagement – including focus groups, interviews, and optional division-specific planning facilitation – does DOH have preference or requirements around those engagements being conducted in-person, hybrid or remotely?

A. The DOH does not have a preference or requirements for how the focus groups, interviews, or optional division-specific planning facilitation occurs (e.g., in-person, hybrid, or remotely).

Q. Can you provide more details regarding the SDDOH performance management vendor and system? Specifically, does the system monitor target metrics, project management milestones, and similar aspects?

Will the SDDOH identify the Performance Management Vendor?

Who is your vendor for performance management?

A. Information regarding the SDDOH performance management system is available at VMSG Dashboard (<https://www.vmsgdashboard.net/>).

Section 3.5.

Q. Where are you in the PHAB accreditation process?

A. The SDDOH is in the process of completing prerequisite plans with target accreditation application in June 2025.

Q. Do you have an existing community health improvement plan? If yes, when was it completed or last updated?

A. Yes; completed March 2024 <https://doh.sd.gov/about/SHIP-and-SHA/>.

Q. Do you have an existing performance management plan? If yes, when was it completed or last updated?

A. No. The SDDOH has a draft created in 2021 but it will be enhanced in 2024.

Q. Do you have an existing quality improvement plan? If yes, when was it completed or last updated?

A. No

Questions on Section 4.0 – Proposal Requirements and Company Qualifications

Q. Could we use SD DOH and other SD departments as references?

A. Yes

Questions on Section 5.0 – Proposal Response Format

Section 5.2.

Q. Since proposals are to be submitted electronically, can SDDOH please confirm that the use of clear headers demarcating each proposal section is sufficient to meet the requirement that proposals must be “...tabbed with labels”?

A. Yes, clear headers for each section is sufficient to meet the requirements.

- Q. Section 5.2.3.2 states “a specific point-by-point response, in the order listed to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.” Can you confirm requirements referenced in this section are the activities outlined in section 3.0 Scope of Work activities and are to be numbered as defined in this section**
There are certain proposal section (e.g., Section 6, which describes evaluation steps) that do not require offeror response. Which sections of the RFP should the point-by-point response cover?
Section 5.2.3.2: References specific point-by-point response to each requirement in the RFP. Does this mean point-by-point of the items listed in the Scope of Work or does this apply to other items within the RFP?
- A. Yes, the point-by-point response in Section 5.2.3.2 refers to the activities outlined in Section 3.0 Scope of Work. In addition, all areas referenced in the RFP as mandatory or required must be addressed.

Questions on Section 6.0 – Proposal Evaluation and Award Process

- Q. Will responses from suppliers outside of South Dakota be docked points in the evaluation?**
- A. Once the proposal satisfies the mandatory requirements stated in the RFP, a comparative assessment is conducted as described in Section 6.0 on page 13. Points are awarded based on the stated criteria, not taken away.
- Q. Will SDDOH clarify the meaning of and/or provide examples of special project constraints? Are their special project constraints on this project? If so, what are they?**
- A. The SDDOH does not anticipate any project constraints. If applicable, bidders should provide examples of how they handled any constraints on previous projects they worked on.

Questions on Section 7.0 – Cost Proposal

- Q. Would SDDOH prefer that respondents submit our cost proposal as a separate document from our technical proposal?**
- A. Yes
- Q. Has SDDOH set a target budget for this project that it will share with offerors? What budget has been approved or allocated for this effort? Can South Dakota Department of Health provide a budget for this project? Does SDDOH have an anticipated budget for the requested scope of work, and if so, could the Department please share the budget to help respondents gauge the approximate level of effort on the project? Does the State have any budget information they can share for this project? Has the state of South Dakota appropriated funding for this project, and if so, what is the funding allocation? Does the Department of Health have a budget for this planning process that bidders should budget against? Please provide your estimated budget limit or budget range for this project.**
- A. The DOH does not have a specific budget identified for the project.
- Q. Section 7.4 (under “Cost Proposal”) states, “As described above in Length of Contract, the length of the contract will be for six (6) months. If the offeror expects cost increases in subsequent years, increases must be clearly identified for each year.” Is the state anticipating the project to extend beyond the stated six months?**
- A. No, the contract will be for 6 months. Offerors can disregard the language about cost increases in subsequent years.