

Entity Name: South Dakota State Government
Event Number: 10403
Event ID: 24RFP10403
Event Name: SD Dept of Public Safety Website Redevelopment & Maintenance
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 04/29/2024 05:00 PM Central Time
Q&A Cutoff Date: 03/28/2024 2:58 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 208-54 Internet and Web Site Software for Microcomputers
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 - 24RFP10403

"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 GENERAL INFORMATION

1.1 BIT STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State of South Dakota's (the "State") standard I/T contract terms listed in Appendix A, along with any additional contract terms as negotiated by the parties. As part of the negotiation process the contract terms listed in Appendix A may be altered or deleted. The offeror must indicate in its response any issues it has with specific contract terms. If the offeror does not indicate that there are any issues with any contract terms, then the State will assume those terms are acceptable to the offeror. There is also a list of technical questions, Security and Vendor Questions which is attached as Appendix B, the offeror must complete. These questions may be used in the proposal evaluation. It is preferred that the offeror's response to these questions is provided as a separate document from the RFP response. If the offeror will be hosting the solution, the file name must be "(Your Name) Hosted Security and Vendor Questions Response". If the solution will be hosted by the State, the file must be named "(Your Name) Security and Vendor Questions Response State Hosted". If the solution is not a hosted solution, the file name must be "(Your Name) Security and Vendor Questions Response". If there are multiple non-hosted solutions, please provide some designation in the file name that indicates which proposal it goes to. This document cannot be a scanned document but must be an original. If the offeror elects to make the Security and Vendor Questions part of its response, the questions must be clearly indicated in the proposal's Table of Contents. A single numbering system must be used throughout the proposal.

1.2 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal is to solicit offerors interested in and the costs associated with building a new dynamic website, customized content management system, possible website hosting, and dedicated maintenance hours for the South Dakota Department of Public Safety, while retaining the current URL and logo. The current website is <https://dps.sd.gov>.

1.3 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Public Safety is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Public Safety. The reference number for the transaction is RFP #24RFP10403. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.4 LETTER OF INTENT

All interested offerors must submit a Letter of Intent to respond to this RFP.

The letter of intent must be received by the Department of Public Safety no later than 5PM CDT on April 8, 2024. If submitted by mail, the envelope should be addressed to: Attn: Dawn Hill, South Dakota Department of Public Safety, 118 West Capitol Avenue, Pierre, SD 57501.

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to the Department of Public Safety via email at DPSinfo@state.sd.us. Please place the following in the subject line of your email: "Letter of Intent for RFP# 24RFP10403".

1.5 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication March 28, 2024
Letter of Intent to Respond Due April 8, 2024
Deadline for Submission of Written Inquiries April 15, 2024
Responses to Offeror Questions April 22, 2024
Proposal Submission April 29, 2024
Evaluation of Proposals to Determine Short List May 1, 2024
BIT Technical Review of Short List Submission May 10, 2024
Demonstrations/presentations (if required) May 21-23, 2024
Proposal Revisions (if required) May 29, 2024
Anticipated Award Decision/Contract Negotiation May 31, 2024
Contract Start Date July 1, 2024
Anticipated Launch Date No later than 3/1/2025

1.6 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the Department of Public Safety's office by the date and time indicated in the Schedule of Activities.

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

The State will accept electronic proposals via thumb drive, which can be mailed to the Department using the specifications below.

All proposals must be signed, in ink, by an officer of the offeror, legally authorized to bind the offeror to the proposal and sealed in the form. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. Proposals must be addressed and labeled as follows:

REQUEST FOR PROPOSAL # 24RFP10403
PROPOSAL TITLE South Dakota Department of Public Safety Website Redevelopment and Maintenance
RFP# 24RFP10403
PROPOSAL DUE 5PM CDT April 29, 2024
BUYER South Dakota Department of Public Safety
Attention: Dawn Hill
Address: 118 West Capitol Avenue, 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