

**Entity Name:** South Dakota State Government

**Event Number:** 10463

**Event ID:** 24RFP24-0904004-010

**Event Name:** Office of Child and Family Services and WIC Program Assistance

**Requested By:** Missy Schuetzle

**Created By:** Missy Schuetzle

**Due By Date:** 04/19/2024 11:59 PM Central Time

**Q&A Cutoff Date:** 03/04/2024 10:50 AM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 918-85 Personnel/Employment Consulting (Human Resources); 958-74 Personnel Management 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 - 24RFP24-0904004-010**

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 South Dakota Department of Health is seeking an entity to provide personnel to support the Special Supplemental Nutrition Program for Women Infants and Children (WIC) within the Office of Child and Family Services. The entity will be responsible to carry out the federal and state requirements providing indirect and direct services to or for WIC participants.

The number, type and location of the positions will be determined by DOH based on need within the WIC program. The entity will be the employer and will work cooperatively with the WIC program to hire, manage and provide oversight to personnel.

Several positions have been identified as a need including receptionists, senior secretaries, vendor liaisons, and WIC public health assistants.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Office of Child and Family Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Health WIC Program. The reference number for the transaction is RFP #24-0904004-010. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

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

The letter of intent should be submitted to Rhonda Buntrock via email at [SDWIC@state.sd.us](mailto:SDWIC@state.sd.us) no later than March 15, 2024. Please place the following in the subject line of the email: "Letter of Intent for RFP 24-0904004-010".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication March 4, 2024

Letter of Intent to Respond Due March 15, 2024

Offeror Questions Due March 29, 2024

Responses to Offeror Questions April 12, 2024

Proposal Submission April 19, 2024 11:59pm CT

Oral Presentations/discussions (if required) April 22, 2024

Proposal Revisions (if required) May 5, 2024

Anticipated Award Decision/Contract Negotiation May 17, 2024

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### 1.5 SUBMITTING YOUR PROPOSAL

One original hard copy must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. An electronic copy should also be submitted via email to [SDWIC@state.sd.us](mailto:SDWIC@state.sd.us) by the date and time indicated in the Schedule of Activities.

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

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 documents.