

Entity Name: South Dakota State Government
Event Number: 10767
Event ID: 24RFP10767
Event Name: State of SD Employee Assistance Program/Mental Health Solutions
Requested By: Scott Nelson
Created By: Scott Nelson
Due By Date: 10/25/2024 05:00 PM Central Time
Q&A Cutoff Date: 09/17/2024 8:00 AM Central Time
Invitation Type: Invitation Only

Assigned Commodities: 958-67 Mental Health/Retardation Management Services (Incl. Operations, Facilities Maintenance, Nursing, Food Service, etc. 24/7; 952-62 Mental Health Services: Vocational, Residential, Etc.; 918-67 Human Services Consulting (To Include Mental Health Consulting Services)

Allow Supplier Terms and Conditions: No

Public Responses: No

Display Awardee: Display

Posting Board Status: Expired

Event Status: Event Under Review

Section #: Name:

1 Section 1 - 24RFP10767

Addendum #1- Zip Code Census document attached.

"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 information technology (IT) 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, 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 Exhibit 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. Since the offeror will be hosting the solution, the file name must be "(Your Name) Hosted Security and Vendor Questions Response." 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

The Bureau of Human Resources and Administration ("BHRA") invites proposal for the enhancement and management of the Employee Assistance Program/Mental Health Solutions within the South Dakota State Employee Benefits Program. As part of our commitment to fostering the health and welfare of our workforce, we currently provide a range of benefits including self-funded Medical Benefits, Basic and Supplement Life Insurance, Dental Insurance, Vision Insurance, Critical Illness coverage, Paid Family Leave, Paid Family Medical Leave, Hospital Indemnity, Accident Insurance, Short-Term Disability, Employee Assistance, and a comprehensive Wellbeing Program.

We seek proposals that will elevate our Employee Assistance Program/Mental Health Solutions to new heights, ensuring that it remains dynamic, responsive, and tailored to the diverse needs of our benefit-eligible employees, spouses, dependents, and household members. The selected vendor will collaborate with the State to implement innovative strategies to deliver robust resources to meet our eight pillars of health and wellbeing: physical, nutritional, emotional, social, spiritual, intellectual, financial, and environmental factors. The contract resulting from this RFP will commence on July 1, 2025, marking the beginning of a partnership dedicated to promoting the eight pillars of health, happiness, mental wellbeing, and productivity of our workforce.

1.3 ISSUING OFFICE AND RFP REFERENCE NUMBER

BHRA is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota. The reference number for

the transaction is #24RFP10767. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication Monday, September 16, 2024
Deadline for Submission of Written Inquiries Friday, October 4, 2024
Responses to offeror Questions Friday, October 11, 2024
Proposal Submission Friday, October 25, 2024
Demonstrations and presentations November 25 - December 20, 2024
Anticipated Award Decision/Contract Negotiation Friday, January 24, 2025

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received via a secure location where the State can electronically obtain these documents by the date and time indicated in the Schedule of Activities.

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

The offeror must provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word, Excel, or PDF electronic format by email to a secure location where the State can electronically obtain these documents. Additionally, an original and five (5) identical copies of the proposal, along with any attachments, shall be submitted in hardcopy format to:

REQUEST FOR PROPOSAL #24RFP10767
PROPOSAL DUE: October 25, 2024, 5:00 P.M. CDT
Angi Kappenman
Director of Total Rewards
State of South Dakota
Bureau of Human Resources and Administration
500 East Capitol Avenue
Pierre, SD 57501-5070

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 email subject line must include RFP#24RFP10767 and Title.

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.

The State reserves the right to request Best and Final Offers.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached documents