

Entity Name: South Dakota State Government
Event Number: 10842
Event ID: 24RFP10842
Event Name: Dakota at Home Online Resource Directory
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 05/31/2024 05:00 PM Central Time
Q&A Cutoff Date: 04/17/2024 3:21 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 961-02 Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, etc.)
Allow Supplier Terms and Conditions: No
Public Responses: No
Display Awardee: Display
Posting Board Status: Published
Event Status: Ready for Responses

Section #: Name:

1 Section 1 - 24RFP10842

Security and Vendor Questions - Appendix B has been attached.

"Response to Offeror Questions" document attached.

Addendum #1 document has been 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.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Human Services (DHS) Division of Long Term Services & Supports (LTSS) is seeking the professional services of an experienced agency to manage all aspects of the Dakota at Home online resource directory. Dakota at Home is South Dakota's aging and disability resource center and provides free unbiased information, referral, and assistance to older adults, adults with disabilities and caregivers to locate resources to help people remain in their home or community. Having a well-managed, up to date directory of resources at our fingertips is imperative to the work we do.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Human 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 Human Services. The reference number for the transaction is RFP #24RFP10842. 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 April 17, 2024

Deadline for Submission of Written Inquiries April 26, 2024

Responses to Offeror Questions On or before May 10, 2024

Proposal Submission May 31, 2024 by 5 pm

Offeror Presentations (if required) Prescheduled near June 17, 2024

Anticipated Award Decision/Contract Negotiation On or before August 1, 2024

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the South Dakota Department of Human Services on or before May 31, 2024, 5 p.m. CST. Proposals received after the deadline will be ineligible for consideration.

One (1) electronic proposal must be submitted to the South Dakota Department of Human Services.

Due to security concerns the State will not accept electronic proposals on portable media so Offerors must provide a secure location where the State

can electronically download the Offeror's proposal(s). The secure location should be sent to Katelyn Szuggar as point of contact. This secure location can be a SFTP site, an encrypted FTP site or a webpage using SSL if files are only downloaded and nothing has to be uploaded.

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