

Entity Name: South Dakota State Government
Event Number: 11465
Event ID: 24RFP11465
Event Name: Digital Evidence Management System
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 11/01/2024 05:00 PM Central Time
Q&A Cutoff Date: 09/18/2024 10:23 AM Central Time
Invitation Type: Invitation Only

Assigned Commodities: 206-56 Imaging Systems, Mini and Main Frame Computer (Incl. Digital Imaging Network and Technology); 206-25 Computer Systems, Digital; 204-46 Imaging Systems, Microcomputer (Including Digital Imaging Network (DIN), Technology, and Digital Imaging Communications in Medicine (DICOM))

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 - 24RFP11465

"Response to Offeror Questions" document attached.

Addendum #1: Please refer to Sections 1.6.2; 3.3 and 3.9.3 for updated information.

"Security and Vendor 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.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Background: The South Dakota Division of Criminal Investigation (DCI) is a statewide law enforcement agency that operates under the South Dakota Attorney General's Office. The South Dakota DCI employs 130 personnel in a variety of areas, including Special Agents, Special Investigators, Analysts, Forensic Scientists, Law Enforcement Trainers, Identification Specialists, Sex Offender Registration, Victim Advocates, Information Technology Specialists and Administrative Support Staff. The primary mission of the South Dakota DCI is to provide high level criminal investigation services to state and local law enforcement partners as well as conducting proactive criminal investigative efforts. The South Dakota DCI also offers many different law enforcement services and run many statewide programs such as the State Forensic Laboratory, Law Enforcement Training Academy, Missing Persons Clearinghouse, Sex Offender Registration, 24/7 program, SAVIN, NIBRs and Statistical Analysis Center, the South Dakota Internet Crimes Against Children (ICAC) Task Force, Electronic Crimes, Technical Services Unit, Elder Abuse, Polygraphs and process criminal and civilian background checks. In addition, the South Dakota DCI partners with other agencies across the state in drug task forces, drug asset forfeiture program, the FUSION Center, Amber Alert and Endangered Missing Advisory and Special Victims Unit Multi-disciplinary Team.

The DCI Field Operations consists of approximately 60 Special Agents and Special Investigators who focus on major criminal investigations, narcotics investigations, ICAC investigations, electronic crime investigations; many of these operations utilize our technical services unit for electronic surveillance. These Special Agents and Special Investigators encounter various forms of digital evidence and digital data that must be stored and maintained as evidence or for investigative documentation purposes.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The SD DCI is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, SD DCI. The reference number for the transaction is 24RFP11465. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 DEFINITIONS USED IN THIS RFP

The following definitions are used in this RFP:

Offeror – a company who has submitted a proposal in response to this RFP.

Vendor – An Offeror that has been awarded a contract as a result of this RFP.

State - South Dakota Office of the Attorney General (SD ATG), Division of Criminal Investigation (SD DCI).

1.4 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to Jamie Reed at Jamie.reed@state.sd.us with the subject Line "RFP #24RFP11465".

The State will respond to offeror's inquiries (if required) via e-mail. All Offerors will be informed of any inquiries and the State's response. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

Offerors are expected to raise any questions, exceptions, or additions they have concerning the RFP document by the deadline for submission for written inquiries as indicated in the Schedule of Activities. If an Offeror discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the Offeror should immediately notify Jamie Reed, of such error and request modification or clarification of the RFP.

Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to Jamie Reed as indicated above. Offerors and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact Jamie Reed as indicated above.

1.5 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication September 18, 2024

Deadline for Submission of Written Inquiries October 4, 2024

Responses to offeror Questions October 18, 2024

Proposal Submission Deadline November 1, 2024

Evaluation of Proposals November 4-15, 2024

Demonstrations and presentations (as determined by State) December 2-13, 2024

Proposal Revisions (if required) January 3, 2025

Anticipated Award Date January 17, 2025

Contract Negotiation January 20-March 14, 2025

Anticipated Go-Live June 13, 2025

1.6 PREPARING AND SUBMITTING YOUR PROPOSAL

Elaborate proposals (e.g., expensive artwork) beyond that sufficient to present a complete and effective presentation are not necessary or desired.

1.6.1 Incurring costs

The State is not liable for any cost incurred by Offerors in replying to this RFP.

1.6.2 Submitting the proposal

All proposals must be completed and received in the SD DCI by the date and time indicated in the Schedule of Activities.

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

Offerors may not send the electronically formatted copy of their proposal via email. Offerors will mail 5 printed copies of their proposal, along with one electronic copy on a thumb drive, including all attachments, in both Microsoft Word and PDF electronic formats.

The cover sheet of the proposal 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 intended by the Offeror. Proposals that are not properly signed may be rejected. The cover sheet must be printed and submitted with the proposal. 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.

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 # 24RFP11465

DUE DATE: NOVEMBER 1, 2024

SOUTH DAKOTA DIVISION OF CRIMINAL INVESTIGATION

JAMIE REED

1302 E. HIGHWAY 14, SUITE 5 PIERRE, SD 57501

All capital letters and no punctuation are used in the address. The South Dakota Division Of Criminal Investigation address as displayed should be the only information in the address field.

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.

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached document