

**Entity Name:** South Dakota State Government  
**Event Number:** 11508  
**Event ID:** 24RFP11508  
**Event Name:** Literacy Subgrant Application Review Supports  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 10/29/2024 05:00 PM Central Time  
**Q&A Cutoff Date:** 10/09/2024 9:22 AM Central Time  
**Invitation Type:** Invitation Only

**Assigned Commodities:** 961-02 Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, etc.);  
918-06 Administrative Consulting

**Allow Supplier Terms and Conditions:** No

**Public Responses:** No

**Display Awardee:** Display

**Posting Board Status:** Expired

**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - 24RFP11508**

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 Purpose of this Request for Proposal ("RFP")

The South Dakota Department of Education's Division of Learning and Instruction ("State") seeks a qualified vendor to provide professional services on behalf of the State of South Dakota ("Consultant") for the purpose of providing consultation and administrative services for the development, review and scoring of subgrant applications for the Elevating Literacy Across South Dakota Grant (ELA-SD) – a Comprehensive Literacy State Development Grant.

The Consultant will review all requirements of the RFP and provide a proposal by the deadline listed below. The Consultant will also provide supporting documentation on qualifications and experience to the State.

1.2 Schedule of Activities

RFP Publication 10/9/2024

Deadline for Submission of Written Inquiries 10/15/2024 by 5:00 PM CT

Responses to Consultant Questions 10/22/2028 by 5:00 PM CT

Proposal Submission Deadline 10/29/2024 5:00 PM CT

Anticipated Award /Contract Negotiation November 2024

Contract Start Date 12/2/2024

1.3 Proposal Submission

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

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

An electronic copy of the proposal shall be submitted. Consultants shall submit to Rochelle Kenzy via email at [Rochelle.Kenzy@state.sd.us](mailto:Rochelle.Kenzy@state.sd.us). Please place the following in the subject line of your email: "RFP Proposal for RFP# 24RFP11508".

All proposals must be signed 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.

Proposals may be modified or withdrawn by the Consultant prior to the established due date and time. No oral, telephonic, telegraphic or facsimile responses or modifications to proposals will be considered.

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## Terms and Conditions

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### **ESM Sourcing Terms**

None

### **General Terms and Conditions**

None

### **Event Specific Terms and Conditions**

See attached documents.