

Entity Name: South Dakota State Government
Event Number: 11606
Event ID: 24RFP11606
Event Name: Accounting Services for South Dakota One Call Notification Board
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 10/29/2024 05:00 PM Central Time
Q&A Cutoff Date: 09/30/2024 11:55 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 208-10 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.
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 - 24RFP11606

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)

For Accounting Services for the South Dakota One Call Notification Board.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota One Call Notification Board is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, One Call Notification Board. The reference number for the transaction is RFP # 24RFP11606. 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 submit a Letter of Intent to respond to this RFP.

The letter of intent should be received in the mail by no later than October 15, 2024. If submitted by mail the envelope should be addressed to:

State POC: South Dakota One Call Notification Board
Codi M. Gregg, Executive Director
P.O. Box 187
Rapid City, SD 57709

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Codi M. Gregg via email at Codi@sd811.com. Please place the following in the subject line of your email: "Letter of Intent for RFP #24RFP11606".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication September 30, 2024
Letter of Intent to Respond Due October 15, 2024
Offeror Questions Due October 15, 2024
Responses to Offeror Questions October 22, 2024
Proposal Submission October 29, 2024
Oral Presentations/discussions (if required) November 8, 2024
Proposal Revisions (if required) TBD

Anticipated Award Decision/Contract Negotiation November 22, 2024

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota One Call Notification Board by the date and time indicated in the Schedule of Activities.

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

An original and one identical copies of the proposal shall be submitted.

All proposals 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. The sealed envelope should be marked with the appropriate RFP Number and Title. Proposals should be addressed and labeled as follows:

**REQUEST FOR PROPOSAL #24RFP11606
PROPOSAL DUE OCTOBER 29, 2024
STATE POC: SOUTH DAKOTA ONE CALL NOTIFICATION BOARD
P.O. BOX 187
RAPID CITY, SD 57709**

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 Document