

Entity Name: South Dakota State Government
Event Number: 11615
Event ID: 24RFP11615
Event Name: State Disbursement Unit Serv-Div of Child Support/Recoveries & Fraud
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 11/27/2024 05:00 PM Central Time
Q&A Cutoff Date: 10/03/2024 10:08 AM Central Time
Invitation Type: Invitation Only

Assigned Commodities: 208-10 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.; 918-04 Accounting/Auditing/Budget Consulting; 946-10 Accounting and Billing Services (Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, 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 - 25RFP11615

"Additional Response to Offeror Questions" document attached.

Addendum #1: The Proposal Submission date has been extended until November 27, 2024. Under Section 1.4 Schedule of Activities has been updated. Refer to attached document titled "Addendum 1-RFP Document".

"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.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Department of Social Services(DSS), Division of Child Support (DCS) and the DSS Accounting and Finance Office of Recoveries and Fraud Investigations (ORFI) intends to acquire a single Contractor for organizing functionality of the DCS State Disbursement Unit (SDU). The services will be for the processing of hard copy and some digital payments while providing depository support for the ORFI. The state is considering the following options:

Option #1 - State-hosted or offeror-hosted software and provided hardware needed for operation by DCS and ORFI staff for processing payments and depositing of funds.

Option #2 - Offeror hosted and managed SDU services with limited DCS and ORFI capabilities.

The SDU is currently incorporated into the DCS Accounting Unit. The centralized duties of the SDU are to complete same day processing of hard copy payments, electronic deposit, reconciliation of funds, transmission of payment information to the ACCESS system for further distribution and send payment information into our image repository system.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Social Services, Division of Child Support is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Social Services. The reference number for the transaction is RFP #11615. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

All interested offerors are requested to submit a non-binding Letter of Intent to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal.

Be sure to reference the RFP number in your letter.

The Letter of Intent must be submitted to Kirsten Blachford via email at Kirsten.Blachford@state.sd.us no later than October 17th, 2024. Please place the following in the subject line of your email: "Letter of Intent for RFP#11615".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 10/03/2024
Letter of Intent to Respond Due 10/17/2024
Offeror Questions Due 10/24/2024
Responses to Offeror Questions 11/07/2024
Request for SFTP folder 11/20/2024
Proposal Submission 11/21/2024
BIT Technical Review (TBD) 11/25/2024-11/26/2024
Oral Presentations/discussions (TBD) 11/27/2024 to 12/11/2024
Deadline for Completion of Site Visits (TBD) 11/27/2024 to 12/11/2027
Anticipated Award Decision/Contract Negotiation 12/18/2024

1.5 SUBMITTING YOUR PROPOSAL

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

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

Proposals must be submitted as PDFs via Secured File Transfer Protocol (SFTP). Offerors must request an SFTP folder no later than the date indicated in the Schedule of Activities by emailing Kirsten Blachford at Kirsten.Blachford@state.sd.us.

The subject line should read "RFP#11615 SFTP Request". The email should contain the name and the email of the person who will be responsible for uploading the document(s).

Please note, offeror will need to work with their own technical support staff to set up an SFTP compatible software on offeror's end. While the State of South Dakota can answer questions, State of South Dakota is not responsible for the software required.

All proposals may be signed in ink or digitally by an officer of the offeror legally authorized to bind the offeror to the proposal and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected.

No proposal may be accepted from, or any contract or purchase order 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 documents