

Entity Name: South Dakota State Government
Event Number: 11643
Event ID: 24RFP-USD10072024
Event Name: Managed Print Services
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 12/06/2024 05:00 PM Central Time
Q&A Cutoff Date: 10/07/2024 10:36 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 915-52 Journalistic Services (Includes Page Print Services); 966-59 Offset Printing, General, Large Production Runs on Large or Web Press (Quan. Over 100,000), One or More Colors, No 4 Color Processes or Close Registration Required, May Exceed 11 x 17 In. and Have Large Solids; 966-58 Offset Printing, General, Large Press Work (Quan. up to 100,000); One or More Colors, No 4 Color Processes or Close Registration Required, Finished Sizes May Exceed 11 x 17 In., May Have Large Solids; 966-57 Offset Printing, General, Small Press Work (Quan. up to 25,000), One or More Colors, No 4 Color Processes or Large Solids or Close Registration; up to 11 x 17 In.: Brochures, Newsletters, Covers, Posters, etc.; 966-62 Offset Printing, Booklets, Saddle Stitch Binding (Quan. Under 100,000): Books and Magazines; 966-61 Offset Printing, Large Production Runs (Quan. Over 100,000); 4 Color Process or Close Registration Required: Color Brochures, Maps, etc.; 966-60 Offset Printing, Large Production Runs (Quan. up to 100,000); 4 Color Process or Close Registration Required: Color Brochures, Maps, etc.; 966-64 Offset Printing, Booklets, Saddle Stitch Binding (Quantities over 100,000): Books and Magazines; 966-63 Offset Printing, Booklets, Saddle Stitch Binding (Quantities up to 100,000; 4 Color Process or Tight Registration Required): Books, Magazines, etc.; 966-65 Offset Printing, Books, Perfect Bound (Quan. up to 10,000); 4 Color Process Acceptable: College Catalogues, Telephone Books, etc.; 966-66 Offset Printing, Books, Perfect Bound (Quan. Over 10,000); 4 Color Process Acceptable; 966-67 Offset Printing, Custom Bound, Hardback, Leather, etc.: Books; 966-68 Offset Printing, General, Large Press Work (Quan. up to 100,000); One or More Colors, Close Registration Required, No 4-Color Processes, Finished Sizes May Exceed 8-1/2 x 11 in., Newsletters, etc.; 966-69 Offset Printing, General, Large Press Work (Quan. up to 100,000); One or More Colors, Close Registration Required, No 4-Color Processes, Finished Sizes May Exceed 11 x 17 in., May Have Large Solids
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 - 24RFP-USD10072024

"Response to Offeror Questions" document and "Printer Inventory" 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 purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors for Managed Print Services as outlined in this RFP. The goal of this RFP is to work towards solutions that will minimize cost, while maintaining or improving current services.

Based on this RFP, USD intends to award a single contract to the responsible

Vendor whose proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered. USD reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the University to be in its best interest.

USD reserves the right to reject any and all offers and to award in the best interest of USD.

Please see section 3.0 and Attachments A, & B for a complete scope of services regarding this RFP.

The University of South Dakota is a public university under the South Dakota Board of Regents and was founded in 1862. USD enrolls more than 9,000 students and its main campus is located on 274 acres in Vermillion SD. You may learn more about USD at [At a Glance | University of South Dakota \(usd.edu\)](#). Campus locations served by this RFP include:

USD Vermillion – [link to campus map USD Campus Map](#)

USD Sioux Falls Campus [link - Sioux Falls Campus | University of South Dakota \(usd.edu\)](#)

USD Health Sciences – 1400 West 22nd Street, Sioux Falls

Various other Sioux Falls locations

USD School of Medicine – Avera Sacred Heart Hospital, Yankton SD

USD School of Medicine – 520 Kansas St., Rapid City SD

During the RFP process (from release of the RFP to final award), Vendor is not permitted to contact any USD staff or faculty other than the USD designated contact as referenced on the title page, unless at the request of the USD designated contact or to fulfill pre-existing contractual obligations. Violation of these conditions may constitute immediate disqualification.

Any reference to University of South Dakota, USD, University, State, Agency or State of South Dakota used in this RFP, shall all have the same meaning.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Purchasing Department is the issuing office for this document and all subsequent addenda relating to it, on behalf of the University of South Dakota. The reference number for the transaction is RFP #USD10072024. 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 October 7, 2024

Offeror Questions Due by November 1, 2024

Answers Submitted by November 15, 2024

Proposal Submission December 6, 2024

Oral Presentations/discussions (if required) December 20, 2024

Proposal Revisions (if required) December 30, 2024

Anticipated Award Decision/Contract Negotiation January 15, 2025

1.4 SUBMITTING YOUR PROPOSAL

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

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

All proposals must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and emailed to chris.phillips@usd.edu.

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.