

Entity Name: South Dakota State Government
Event Number: 11777
Event ID: 24RFP11777
Event Name: Attorney Services for Dept of Social Services Div of Child Support
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 12/18/2024 05:00 PM Central Time
Q&A Cutoff Date: 10/30/2024 9:49 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 961-49 Legal Services, Attorneys
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 - 24RFP11777

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)

This RFP is to procure skilled legal representation across South Dakota to support the Department of Social Services, Division of Child Support (DCS) in providing services including but not limited to location of payors of support, paternity establishment, child support obligation establishment and modification, enforcing child support and medical support obligations, and collection and disbursement of child support payments. Services are required to be provided for individuals receiving Temporary Assistance for Needy Families (TANF), Title IV-E (Foster Care), Child Care Services, and qualifying Medicaid and Supplemental Nutrition Assistance Program (SNAP) benefits, and upon a qualifying application for services.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The 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 RFP11777. 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 November 13th, 2024. Please place the following in the subject line of your email: "Letter of Intent for RFP11777".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 10/30/2024

Letter of Intent to Respond Due 11/13/2024

Offeror Questions Due 11/20/2024

Responses to Offeror Questions 11/27/2024

Request for SFTP folder 12/17/2024

Proposal Submission 12/18/2024

Oral Presentations/discussions (if required) TBD

Proposal Revisions (if required) TBD

Anticipated Award Decision/Contract Negotiation 01/15/2025

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 "RFP11777 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 RFP Document