

**Entity Name:** South Dakota State Government  
**Event Number:** 8265  
**Event ID:** 22RFP23-0903004-008  
**Event Name:** Technical Assistance for Tobacco Control Program  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 01/20/2023 05:00 PM Central Time  
**Q&A Cutoff Date:** 12/09/2022 11:26 AM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 918-78 Medical Consulting; 019-85 Tobacco  
**Allow Supplier Terms and Conditions:** No  
**Public Responses:** No  
**Display Awardee:** Display  
**Posting Board Status:** Expired  
**Event Status:** Awarded

**Section #: Name:**

**1 Section 1 - RFP Event**

"Response to Offeror's Questions" document attached. 1/6/23.

Do not submit response through ESM Sourcing as this section is for informational purposes only. Please download this RFP document and follow submittal instructions to respond.

**1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this RFP is to solicit proposals to assist the staff members of the Tobacco Control Program within the Office of Disease Prevention and Health Promotion in South Dakota Department of Health to implement evidence-based practices to decrease tobacco use rates among South Dakota citizens of all ages. The successful applicant will present innovative programming ideas that utilize proven strategies to change the health behaviors of all South Dakotans. They will also be able to demonstrate an ability to work with staff on the current priorities from the Centers for Disease Control and Prevention and our South Dakota Tobacco Control Program State Plan. A keen understanding of public health is a necessity. The selected applicant will be expected to help develop and implement ideas for the Tobacco Control Program as well as work with partners, coalitions, and individuals.

**1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The South Dakota Department of Health is the issuing office for this document and all subsequent addenda relating to it, on behalf of the South Dakota Department of Health, Office of Disease Prevention and Health Promotion. The reference number for the transaction is RFP #23-0903004-008. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**1.3 LETTER OF INTENT**

All interested vendors must submit a **Letter of Intent** to respond to this RFP.

The letter of intent must be received in the Office of Disease Prevention and Health Promotion by no later than December 9, 2022, at 5:00pm CST. If submitted by mail the envelope should be addressed to:

RFP # 23-0903004-008  
HILARY LARSEN, TOBACCO PROGRAM COORDINATOR  
TOBACCO CONTROL PROGRAM  
4101 W 38<sup>TH</sup> STREET SUITE 102  
SIOUX FALLS, SD 57016

**Be sure to reference the RFP number in your letter.**

The Letter of Intent may be submitted to Hilary Larsen via email at Hilary.Larsen@state.sd.us. Please place the following in the subject line of your email: "**Letter of Intent for RFP 23-0903004-008**".

You may also fax your letter of intent to the attention of Hilary Larsen at 605-773-5942.

**1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication

December 9, 2022

Letter of Intent to Respond Due

December 16, 2022, at 5:00pm CT

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Deadline for Submission of Written Inquiries	December 23, 2022
Responses to Vendor Questions	January 6, 2023 2022
Proposal Submission	January 20, 2023. at 5:00pm CT
Proposal Revisions (if required)	February 10, 2023
Anticipated Award Decision/Contract Negotiation	March 3, 2023

#### 1.5 SITE VISITS

Site visits are not required. The Tobacco Control Program does reserve the right to make site visits during the RFP process. If necessary, site visits will be scheduled in advance, and specific areas of interest will be provided at the time visit is scheduled.

#### 1.6 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Health, Office of Disease and Health Promotion 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 3 identical copies of the proposal shall be submitted.

The cost proposal must be in a separate sealed envelope and labeled "Cost Proposal".

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 envelope sent by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. Proposals must be addressed and labeled as follows:

**REQUEST FOR PROPOSAL #23-0903004-008  
PROPOSAL DUE JANUARY 20, 2023 AT 5:00PM CT  
HILARY LARSEN, TOBACCO PROGRAM COORDINATOR  
TOBACCO CONTROL PROGRAM  
4101 W 38th STREET SUITE 102  
SIOUX FALLS, SD 57106**

All capital letters and no punctuation are used in the address. The Department of Health address as displayed should be the only information in the address field.

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.

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#### Terms and Conditions

##### ESM Sourcing Terms

None

##### General Terms and Conditions

None

##### Event Specific Terms and Conditions

Please see attached RFP Document.