

Entity Name: South Dakota State Government

Event Number: 8317

Event ID: 23RFP23-0904002-011

Event Name: Ryan White Part B Client Services Coordinator

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 02/21/2023 04:00 PM Central Time

Q&A Cutoff Date: 12/30/2022 10:35 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 918-67 Human Services Consulting (To Include Mental Health Consulting Services);
948-07 Administration Services, Health

Allow Supplier Terms and Conditions: No

Public Responses: No

Display Awardee: Display

Posting Board Status: Expired

Event Status: Awarded

Section #: Name:

1 Section 1 - 23RFP23-0904002-011

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 request for proposal is to secure a Client Services Coordinator to support the South Dakota Ryan White Part B program. The position will support sub-recipients with client services to ensure continued effective implementation of the HIV case management and client services program.

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 # 23-0904002-011. 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 form of a letter or by email no later than January 10, 2023. If submitted by mail the envelope should be addressed to:

RFP # 23-0904002-011
NAME AND TITLE Angela Cascio Infectious Disease Director
EMAIL: Angela.Cascio@state.sd.us
PROGRAM NAME Ryan White Part B Program
STREET ADDRESS 615 E 4th Street
PIERRE, SD 57501

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Angela Cascio via email at Angela.Cascio@state.sd.us. Please place the following in the subject line of your email: "**Letter of Intent for RFP 23-0904002-011**".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 12.30.2022

Letter of Intent to Respond Due 01.10.2023

Deadline for Completion of Site Visits	N/A
Deadline for Submission of Written Inquiries	01.23.2023
Responses to Vendor Questions	02.06.2023
Proposal Submission	02.21.2023
Oral Presentations/discussions (if required)	03.07.2023
Anticipated Award Decision/Contract Negotiation	03.28.2023

1.5 SITE VISITS

Site visit is not required.

1.6 SUBMITTING YOUR PROPOSAL

One original hard copy and an electronic copy of the proposal (to include Cost Proposal) must be completed and received by the SDDOH, ODPHP by the date and time indicated in the Schedule of Activities. The proposal shall be page numbered and have an index and/or a table of contents referencing the appropriate page number.

One original hard copy of the proposal and cost proposal must be submitted by mail (USPS or other mail carrier). The cost proposal must be in a separate sealed envelope and labeled "Sealed Cost Proposal". The sealed envelope must be marked with the appropriate RFP Number and Title. Proposals must be post marked by Proposal Submission date as referenced in the Schedule of Activities.

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 # 23-0904002-011
PROPOSAL DUE 02.21.2023
NAME AND TITLE Angela Cascio Infectious Disease Director
PROGRAM NAME Ryan White Part B Program
STREET ADDRESS 615 E 4th Street
PIERRE SD 57501

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.

One electronic copy of the proposal and cost proposal must be electronically downloaded to a secure location provided by the Vendor where the State can access the Vendor's proposal. This secure location can be a SFTP site, an encrypted FTP site or a webpage using SSL if files are only downloaded, and nothing has to be uploaded. Cost reports included in proposals must be uploaded as a separate document. Vendors shall reference their secure web location in the paper copy of their proposal and/or email the location to the Buyer Point of Contact listed on page one of this document. Due to security concerns, the State will not accept electronic proposals on portable media.

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

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.