

Entity Name: South Dakota State Government
Event Number: 8329
Event ID: 23RFP8329
Event Name: Payroll Services for Temporary Employees
Requested By: Lori King
Created By: Lori King
Due By Date: 02/27/2023 05:00 PM Central Time
Q&A Cutoff Date: 01/09/2023 8:45 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: none
Allow Supplier Terms and Conditions: No
Public Responses: No
Display Awardee: Hide
Posting Board Status: Expired
Event Status: Ready for Review

Section #: Name:

1 Section 1 - RFP Event

1. Payroll Services for Temporary Employees

Description:

Do not submit response through ESM Sourcing. This section is for informational purposes only. Please follow these instructions to respond to RFP. Please download the RFP document. The purpose of this proposal is to set forth the terms and conditions by which the offeror shall provide statewide payroll services for temporary employees working with the Department of Human Services (DHS), Division of Rehabilitation Services (DRS), and Service to the Blind and Visually Impaired (SBVI) which will

Allowed File Types: PDF

Maximum File size allowed: 20MB.

Attachment: Optional

2 Section 2 - Response to Offerors

1.

Date: January 30, 2023

Subject: Questions & Responses, 23RFP8329, State of South Dakota

In accordance with the subject Request for Proposal (RFP), the following are answers to questions that have been submitted prior to January 23, 2023, 5:00 PM CT. These questions are for informational purposes only; they do not alter the requirements specified within the RFP. Any changes to the RFP will be accomplished by the Office of Procurement Management using an addendum.

**The State's response will be in red font following the question received.*

Question 1: What are the Net payment terms we can expect? For example, are we paid Net 14 days or Net 30 days?

State's Response: Preference would be net 30 days, but this can be negotiated through the contract process with the entity awarded the RFP.

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Question 2: Do we need active stations in each staffing location or will needed materials be dispersed to us? For entering candidates in our system. Which is fully accessible online.

State's Response: Staff is not needed within each VR district office. We are willing to consider better ways to streamline the process of collecting and verifying federal documents. State and school staff can assist with disseminating documents and sending them to the offeror if needed.

Question 3: What are the current jobs the candidates perform and can we get info on how many injuries there were in the prior year for Workman's Comp Purposes.

State's Response: Job titles vary based on individual preference and available work opportunities within their hometown. Per section 3.3.3, the VR program will handle all payments and claims for Workers' Compensation for participants participating in work experiences. The entity awarded the RFP will need to provide annual audit reports by group summary and individual summaries. VR staff will also need access to paystubs, when requested, for workman's comp claims if our insurance carrier requests it. There was one worker's comp claim submitted the prior year for 494 experiences.

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Question 4: I was inquiring about the payroll RFP can we submit a bid if we are in [out-of-state]?

State's Response: All offers will be considered if they satisfy the mandatory requirements stated in the RFP.

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Question 5: Could you please elaborate on the process of electronic submission of the bid?

State's Response: The electronic submission cannot be a portable media device such as a USB flash drive, but rather, a secure online location which can be an SFTP site, an encrypted FTP site, or a webpage using SSL if files are only downloaded, and nothing has to be uploaded.

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Question 6: Could you please share the budget for this bid?

State's Response: Offerors should base their proposed budget on the projected expenses for staffing and other direct costs to administer the payroll services. The RFP does not specify a limit for a proposal; however, the cost-effectiveness will be considered in the evaluation of a proposal.

Question 7: Could you please share the list of incumbents for this bid, if any?

State's Response: Currently the payroll process is run through the State of South Dakota's Bureau of Human Services department.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP Document