Entity Name:	South Dakota State Government
Event Number:	8405
Event ID:	23RFI8405
Event Name:	Contract Management System for SD Dept of Health
Requested By:	Missy Schuetzle
Created By:	Missy Schuetzle
Due By Date:	03/01/2023 05:00 PM Central Time
Q&A Cutoff Date:	01/27/2023 1:55 PM Central Time
Invitation Type:	Invitation Only
Assigned Commodities:	958-56 Health Care Management Services (Including Managed Care Services)
Allow Supplier Terms and Conditions:	No
Public Responses:	No
Display Awardee:	Display
Posting Board Status:	Expired
Event Status:	Awarded

Section #:	Name:

1 Section 1 - 23RFI8405

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

The State of South Dakota, Department of Health is issuing this RFI for a contract management system that can assist the Department to track from the inception of the contract process all contracts it manages. Below we will list the capabilities we seek in the contract management system. However, central to our request is the internal Departmental use of the system. At base we would like the ability to securely hold documents in the system, allow for comments to documents that are drafted, permit authorizations by contract type or dollar value, provide the ability to obtain signatures on documents based on the agency's contract policy, and easily retrieve documents stored in the case of appeal, administrative appeal, or litigation, including government open records requests.

The Department of Health spends approximately $115 million dollars a year in contacts for various purposes. It executes approximately 1000 contracts per year. Some of our contracts are professional service contracts, others are for supplies, software, or Consultants. Currently, our contracting system is fragmented, and we desire to centralize the function for better monitoring, control, authorization, and auditing.

1.1 CAPABILITIES

The State of South Dakota, Department of Health desires all the following abilities in the system:

1. Role based user accounts (to include different security settings)

2. Contract "workbook" to include revenue or expenses contracts (a central location to house all the contract documents; contract, W-9s, insurance certificates, checklists, exemption worksheet, etc.)

3. Approval process for contract development

4. Construct a contract template with certain clauses or language depending on the type of agreement/contract needing to be developed

5. Contract management system to track contract life cycle phases (pre-award, award, post-award) and milestones

6. Financial Tracking capabilities, such as grants management, **view** and monitor budgets and contract spending, invoices paid, etc.

7. Produce reports based on data from dashboard

8. Electronic Signature capability within system

9. Send reminders, alerts, or notifications at each contract milestone

10. Customer service for the system (implementation, training, system updates based on law, technology, and DOH changes)

1.2 RFI RESPONSE INSTRUCTIONS

The State of South Dakota, Department of Health (SDDOH) is requesting all interested providers to submit a detailed point by point (not to exceed 15 pages) response to the following questions:

1. Please summarize and explain your proposal to develop a contract management system for the SDDOH.

2. What is your past experience in providing similar services?

3. What is your estimated time frame to complete the project and system implementation?

4. What other items would you, as a potential provider, want the SDDOH to consider in establishing a contract management system?

1.3 COST INFORMATION

The State of South Dakota, Department of Health is asking all interested providers to submit detailed cost information for the following:

1. Calculation of costs required to start up and implement a contract management system

2. Ongoing costs for contract management system

Terms and Conditions

ESM Sourcing Terms
None

General Terms and Conditions
None

Event Specific Terms and Conditions
See attached RFI Document.