

January 27, 2023

TO: All Interested Vendors

RE: Request for Information

The State of South Dakota, Department of Health is requesting information regarding a contract management system for all contracts managed by the South Dakota Department of Health.

The State of South Dakota invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. Responses to the RFI will inform next steps, including whether an RFP is required. No contract will result from any direct response to this RFI.

Information submitted in response to this RFI is considered confidential and will become the property of the State of South Dakota.

The State of South Dakota will not pay for any information requested in the RFI nor is it liable for any cost incurred by the vendor.

RFI responses must be received by 5:00 PM Central Standard time, Wednesday, March 1, 2023, at the following address:

Department of Health

Attention: Jennifer Larson

615 East 4th Street

Pierre, SD 57501

Electronic mail responses may be sent to Jennifer Larson at Jennifera.Larson@state.sd.us with the subject line "Contract Management RFI Response".

Procedural, administrative, technical, requirement, or contractual questions and answers may be directed to the Point of contact listed above.

We appreciate your response to this request.

1.1 PURPOSE

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 contracts 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.

1.2 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)

1.3 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?

1.4 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

