

**Entity Name:** South Dakota State Government  
**Event Number:** 8453  
**Event ID:** 23RFI8453  
**Event Name:** Enterprise Resource Planning (ERP) Solution  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 04/06/2023 05:00 PM Central Time  
**Q&A Cutoff Date:** 03/03/2023 10:28 AM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 208-30 Computer Aided Design and Vectorization Software  
**Allow Supplier Terms and Conditions:** No  
**Public Responses:** No  
**Display Awardee:** Display  
**Posting Board Status:** Published  
**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - 23RFI8453**

**Addendum #1:** The RFI due date along with the Schedule of Activities due dates have been extended. Please note Red Ink for updates. Please do not submit response through ESM Sourcing as this section is for informational purposes only. Please download RFI document and follow submittal instructions to respond.

**Issuing Office and Request for Information (RFI) Reference Number**

The Bureau of Finance and Management (BFM) is the issuing office for this document and all subsequent addenda relating to it. The reference number for the request is RFI #23RFI8453. This number must be referred to on all responses, correspondence, and documentation relating to the RFI.

**1.2 Letter of Intent**

All interested Respondents must submit a Letter of Intent to respond to this RFI.

The Letter of Intent may be submitted to Jason Lutz via email at ERP@state.sd.us. Please place the following in the subject line of your email: "Letter of Intent for RFI #23RFI8453".

**1.3 Schedule of Activities (subject to change at the State's discretion)**

- RFI Publication: March 3, 2023
- Letter of Intent Due (5:00PM CT): March 10, 2023
- Deadline for Submission of Written Inquiries (5:00PM CT): March 15, 2023
- Responses to Respondent Questions (5:00PM CT) March 20, 2023
- Response Submission (5:00PM CT): March 24, 2023
- Solution Demonstration and Oral Presentations (estimated date range): April 12 – May 12, 2023

The purpose of this RFI is to educate the State of South Dakota (State) about functionalities available with modern ERP solutions. Responses and participation in this RFI are not binding and will not include or preclude vendors from future procurement opportunities. It is the intent of BFM to issue a Request for Proposal (RFP) for an ERP system replacement at a forthcoming date.

**1.4 Submitting Your Response**

All responses must be completed and received by BFM by the date and time indicated in the Schedule of Activities.

The electronic version is to be provided in MS WORD, MS EXCEL, PDF, or a combination of these formats to ERP@state.sd.us. The email, including attachments, must be limited to 20MB in size. If multiple email messages are necessary in order to meet the attachment size limitation, the file name

and the subject of the email message must be "(Your Name) – RFI #23RFI8453 Response – x of y", where "x" represents the number of the component out of a total of "y" total components of the response (e.g., if a total of 3 components submitted as attachments to 3 messages: 1 of 3, 2 of 3, and 3 of 3).

Respondents may also submit a response that exceeds the 20MB limit via a flashdrive. The sealed envelope containing the flashdrive must be marked with the appropriate RFI Number and Title. The words "Sealed Response Enclosed" must be prominently denoted on the outside of the shipping container. **Responses submitted on flashdrives must be addressed and labeled as follows:**

**Request for Information Number:** 23RFI8453

**Response Title:** Request for Information (RFI) for Enterprise Resource Planning (ERP) Solution

**DUE:** March 24, 2023 (5:00PM CT)

**BUYER:** BFM

**Attention:** Jason Lutz

**Address:** 500 East Capitol Avenue, Pierre, SD 57501

No response shall be accepted from any person, firm, or corporation that is in arrears upon any obligations to the State, or that otherwise may be deemed irresponsible or unreliable by the State.

### 1.5 Modification or Withdrawal of Responses

Responses may be modified or withdrawn by the Respondent prior to the established due date and time.

No oral, telephonic, telegraphic, or facsimile responses or modifications will be considered.

### 1.6 Respondent Inquiries

All written questions are to be sent to: ERP@state.sd.us. Only questions submitted via email will be accepted.

Respondent may submit email questions concerning this RFI to obtain clarification of requirements. No questions will be accepted after the date and time indicated in the above Schedule of Activities. Email questions to the email address listed above with the subject line "RFI #23RFI8453". The questions and the answers will be provided via the State of South Dakota's Bureau of Administration Central Bid Exchange website before the response submittal date and will be sent by the date and time indicated in the above Schedule of Activities. Respondent may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFI that have not originated from the State's RFI contact. Respondent will be notified in the same manner as indicated above regarding any modifications to this RFI.

### 1.7 Incurring Cost

The State of South Dakota will not be held responsible for any costs incurred by the Respondent for work performed in the preparation and production of a response or in the participation of any demonstrations/presentation related to this RFI, including all addenda to the RFI.

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## Terms and Conditions

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### ESM Sourcing Terms

None

### General Terms and Conditions

None

### Event Specific Terms and Conditions

See attached RFI Document.