

STATE OF SOUTH DAKOTA
Department of Health
Office of Disease Prevention and Health Promotion
615 East 4th Street
Pierre, South Dakota 57501

Chronic Disease Program Evaluation Services
PROPOSALS ARE DUE NO LATER THAN MARCH 17, 2023 BY 5:00 PM CST

RFP #: 23-0904006-018 State POC: LAURA STREICH EMAIL: LAURA.STREICH@STATE.SD.US

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Chronic diseases are among the most prevalent, costly, and preventable of all health problems in South Dakota. Health-damaging behaviors such as tobacco use, lack of physical activity and poor nutrition are major contributors to obesity, diabetes, and heart disease. As reported in the 2021 SD Vital Stats Report, the top two causes of death were Cancer and Heart Disease, of which the Office of Disease Prevention and Health Promotion (ODPHP) has specific programs to address.

The South Dakota Department of Health, ODPHP has institutionalized the evidence-based public health framework within all program interventions. A large component of that framework is evaluation and dissemination of evaluation findings. We are seeking a contractor that will assist in accomplishing these components. The successful contractor will build and conduct the activities of the evaluation plan for identified programs and will provide reports showing success, failures and barriers of program interventions.

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 State of South Dakota, Office of Disease Prevention and Health Promotion. The reference number for the transaction is RFP #23-0904006-018. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

All interested offerors must submit a **Letter of Intent** to respond to this RFP.

The letter of intent should be received in the Office of Disease Prevention and Health Promotion by no later than February 24th, 2023 by 5:00 pm CST. If submitted by mail the envelope should be addressed to:

RFP # 23-0904006-018
LAURA STREICH, DEPUTY ADMINISTRATOR
OFFICE OF DISEASE PREVENTION AND HEALTH PROMOTION
615 EAST 4TH STREET
PIERRE SD 57501

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Laura Streich via email at Laura.Streich@state.sd.us. Please place the following in the subject line of your email: "**Letter of Intent for RFP 23-0904006-018**".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	February 15, 2023
Letter of Intent to Respond Due	February 24, 2023 at 5:00 pm CT
Responses to Offeror Questions	March 1, 2023 at 5:00 pm CT
Proposal Submission	March 17, 2023 at 5:00 pm CT
Anticipated Award Decision/Contract Negotiation	May 16, 2023

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Health, Office of Disease Prevention and Health Promotion by the date and time indicated in the Schedule of Activities.

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

An original and 3 identical copies of the proposal shall be submitted.

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 form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope should be marked with the appropriate RFP Number and Title. **Proposals should be addressed and labeled as follows:**

**REQUEST FOR PROPOSAL #23-0904006-018
PROPOSAL DUE MARCH 17, 2023 BY 5:00 PM CT
STATE POC LAURA STREICH, DEPUTY ADMINISTRATOR
OFFICE OF DISEASE PREVENTION AND HEALTH PROMOTIONS
615 EAST 4TH STREET
PIERRE, SD 57501**

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.

1.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.7 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.8 CERTIFICATION RELATING TO PROHIBITED ENTITY

For contractors, vendors, suppliers, or subcontractors who enter into a contract with the State of South Dakota by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by South Dakota Executive Order 2023-02. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.9 RESTRICTION OF BOYCOTT OF ISRAEL

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.10 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.11 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to Laura Streich at Laura.Streich@state.sd.us with the subject line "RFP #23-0904006-018".

The South Dakota Department of Health will respond to offeror inquiries by the date noted in Section 1.4 Schedule of Activities. A listing of all inquiries, and the State's response, will be posted on the State's e-procurement system at <http://www.Open.sd.gov>, under Contracts/Grants tab, search 23-0904006-018. Offerors 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 RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.12 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.13 LENGTH OF CONTRACT

The anticipated Contract award period is June 1, 2023-May 31, 2024 and the option for up to the following four contract periods: June 1, 2024-May 31, 2025; June 1, 2025-May 31, 2026; June 1, 2026-May 31, 2027; June 1, 2027-May 31, 2028.

1.14 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.15 DISCUSSIONS WITH OFFERORS (VIRTUAL PRESENTATION/NEGOTIATIONS)

A virtual presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If virtual presentations are required, they will be scheduled after the submission of proposals.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1** The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of the RFP and by this reference incorporated herein.
- 2.2** The Contractor's services under this Agreement shall commence on _____ and end on _____, unless sooner terminated pursuant to the terms hereof.
- 2.3** The Contractor will not use State equipment, supplies or facilities. The Contractor will provide the State with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.
- 2.4** The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$ _____. The State will not pay Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL ch. 5-26.
- 2.5** The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.
- 2.6** The Contractor, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:
- A. Commercial General Liability Insurance:
- The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.
- B. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:
- The Contractor agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than \$1,000,000.00.
- C. Business Automobile Liability Insurance:
- The Contractor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.
- D. Worker's Compensation Insurance:
- The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, Contractor shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Contractor agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Contractor shall furnish copies of insurance policies if requested by the State.

- 2.7** While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
- 2.8** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery.

Contractor's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Contractor's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Contractor to report any event to law enforcement or other entities under the requirements of any applicable law.

- 2.9** This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Contractor breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- 2.10** This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
- 2.11** This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.
- 2.12** This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- 2.13** The Contractor will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
- 2.14** The Contractor may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this

Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Contractor will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

- 2.15** Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.
- 2.16** The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.
- 2.17** Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to _____ on behalf of the State, and by _____, on behalf of the Contractor, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
- 2.18** In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- 2.19** All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

3.0 SCOPE OF WORK

3.1 OVERALL EXPECTATIONS: The successful Vendor must provide a full range of evaluation and surveillance services. The Vendor must provide the South Dakota Department of Health (SD DOH), Office of Disease Prevention and Health Promotion (ODPHP) as well as specified individual programs, the requirements as noted below. The Vendor will provide technical assistance, evaluation planning and reporting on designated evaluation outcomes. The Vendor must possess the experience and capabilities necessary to implement an integrated plan for evaluation. Quality evaluation processes will be in place to look at cross-cutting chronic disease activities. Data analysis will be in place to reflect the interactions between chronic diseases and the shared risk factors represented in the ODPHP programs. Reports detailing the successes, failures, and barriers of the ODPHP collaborative outcomes and program outcomes and activities will help to realign and amend the program interventions and provide for accountability. Supportive data will impart credible information for future funding, program guidance and vision. The primary objective of this procurement is to: Provide comprehensive evaluation plans, document program implementation, identify best practices and areas for improvement, measure increased understanding about chronic disease programs, and provide technical assistance with the Centers for Disease Control and Prevention (CDC) and other program funding organizations. Intended outcomes include increased utilization of evaluation results for program planning and management.

3.2 The Vendor shall provide to the ODPHP all necessary personnel, facilities, supplies and equipment to perform all tasks and deliver all items as set forth in the deliverables section. The tasks are pursuant to conducting program evaluation, synthesizing, and interpreting results, and increasing the likelihood of utilization.

3.3 Tasks:

Task 1: Developing, reviewing, and updating evaluation plans and procedures

The Vendor shall develop and/or update evaluation plans and procedures for obtaining evaluation information (individually tailored; not standardized) for at least five program interventions (Office of Disease Prevention and Health Promotion, Tobacco, Nutrition/Physical Activity, Diabetes, Heart Disease/Stroke). The plan shall, to the state's approval, provide detail on gathering the most relevant information, techniques for gathering quality information in a feasible manner that minimizes burden on programs, plans for translating those data, and enhance evidence-based decision making. Data collection methods should include but not limited to case studies, surveys, program surveillance data sources and technical assistance.

Task 2: Site visits and data collection

The Vendor will provide up to 3 site visits per year to the South Dakota Department of Health and collect information from each of the 5 program interventions using a variety of data collection methods. These evaluation inquiries should focus on increasing programmatic outcomes and increased integration of chronic disease programs within ODPHP.

Task 3: Evaluation synthesis

The Vendor shall synthesize and interpret evaluation information using surveillance data and evaluation specific data. Vendor will work collaboratively when applicable with other program evaluators to provide comprehensive data synthesis. Vendor will provide a comprehensive annual report for each program intervention in accordance with their funding grant cycle or as requested.

Task 4: Documenting findings and knowledge development

The Vendor shall document findings from evaluation inquiries, including the information collected under Task 2. The purpose shall be to carefully record how comprehensive evaluation plans support short- and long-term outcomes, document program implementation, identify best practices and areas for improvement, document intended outcomes, and utilization of evaluation results for program planning, and increased understanding about chronic disease programs. The Vendor shall assist SD DOH, ODPHP and programs with development of briefing statements, abstracts, publications, presentations, technical reports, and/or other documents related to knowledge development.

Task 5: Evaluation technical assistance and consultation

The Vendor shall provide at least one full time employee (FTE) dedicated to evaluation technical assistance and consultation to ODPHP Deputy Administrator, and program directors/coordinators for each program intervention. The Vendor will also assist with reporting evaluation progress and challenges to the CDC in written form and/or during regular meetings with CDC project officers. The hours will be distributed as indicated by ODPHP Deputy Administrator and program directors/coordinators.

3.4 DELIVERABLES/TIME FOR DELIVERY

NOTE: All deliverables shall be submitted in electronic format via email unless otherwise specified by DOH.

TASK NO.	DESCRIPTION	DELIVER BY
1	Develop and/or update evaluation plans and procedures for interventions in: <ul style="list-style-type: none">▪ Office of Disease Prevention and Health Promotion▪ Tobacco Control Program▪ Nutrition/ Physical Activity▪ Diabetes Control Program▪ Heart Disease/Stroke Program	Within ten (10) months of contract award
	Develop and/or update plans and procedures for synthesizing evaluation information (includes case studies, surveillance data, surveys and other program evaluation data to increase chronic disease program integration and support intended outcomes.)	Within ten (10) months of contract award

2	Provide three (3) site visits to the SD DOH for technical assistance, ODPHP Strategic Planning and/or collection of evaluation data. Each visit should last approximately 1.5 or 2 days.	Within twelve (12) months of contract award
	One (1) staff member to accompany SD DOH program staff from the five (5) program interventions to CDC National Meetings and if appropriate co-present on a mutually agreeable topic related to evaluation technical assistance and consultation.	As requested
3	Synthesize and interpret evaluation information (such as case study results, surveillance data, evaluation data from other sources and information generated from site visits and technical assistance.)	Within twelve (12) months of contract award
	Provide annual evaluation reports for these program interventions: <ul style="list-style-type: none"> ▪ Office of Disease Prevention and Health Promotion ▪ Tobacco Control Program ▪ Nutrition/ Physical Activity ▪ Diabetes Control Program ▪ Heart Disease/Stroke Program 	Annually determined by program deadlines.
4	Document findings from all evaluation inquiries contributing to the interventions identified above.	Within twelve (12) months of contract award
5	Assist SD DOH with technical staff in the development of abstracts, publications, presentations, technical reports, and/or other documents related to knowledge development.	Within twelve (12) months of contract award
	Assist with reporting evaluation progress and challenges to CDC project officers.	Monthly or as requested.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 4.1** The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

- 4.3** The offeror may be required to submit a copy of their most recent audited financial statements upon the State's request.
- 4.4** Provide the following information related to at least three previous and current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years.
- a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
 - b. Dates of the service/contract; and
 - c. A brief, written description of the specific prior services performed and requirements thereof.

5.0 PROPOSAL RESPONSE FORMAT

- 5.1** An original and 3 copies shall be submitted.
 - 5.1.1 In addition, the offeror should provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format (flash drive, USB drive, etc.) Offerors may not send the electronically formatted copy of their proposal via email.
 - 5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.
- 5.2** All proposals must be organized and tabbed with labels for the following headings:
 - 5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.
 - 5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
 - 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - 5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
 - 5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.
 - 5.2.3.3 A clear description of any options or alternatives proposed.
 - 5.2.4 **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

See section 7.0 for more information related to the cost proposal.

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:

- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
- 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
- 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
- 6.1.4 Availability to the project locale;
- 6.1.5 Familiarity with the project locale;
- 6.1.6 Proposed project management techniques; and
- 6.1.7 Ability and proven history in handling special project constraints.

6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.

6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.

6.5 Award: The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.

- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
- 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

7.0 COST PROPOSAL

The cost proposal must be submitted in a separate sealed envelope labeled "Cost Proposal". For purposes of determining the best value, the technical proposal is the top priority. However, as technical scores become closer, price will become more important. Vendors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

Budget Allocation: Based on experience with evaluation and technical assistance provide a general recommendation and explanation for allocating the budget into the sections detailed on the chart below. The budget is based on costs for year one. Please indicate anticipated future cost increases as a part of the cost proposal.

- **Personnel costs** include both salary and fringe benefits for each individual dedicating time to this service. Also include the percent of time each individual is dedicating to the providing these services. All of these details must be included in the description column in the chart below.
- **Supplies costs** may include printing, computer needs, etc. Please provide details in the description column in the chart below.
- **Travel costs** should include total cost per trip to Sioux Falls or Pierre South Dakota, the number of trips in year one, and the number of individuals that would travel. All of these details must be included in the description column below.
- **Other costs** may include any other costs that are not covered in the above sections. Please provide details in the description column in the chart below.
- **Indirect costs** may be included for executive oversight, accounting, and contract management. The allowable cost rate may not exceed the federally approved indirect cost rate for the DOH, which is 7.3% of the total contract amount.

Sections	Description	Costs	Additional Comments
A. Personnel (Each individual)			
1. Salary			
Fringe			
2. Salary			
Fringe			
B. Supplies			
C. Travel			
D. Other			
E. Indirect			
TOTAL: SECTIONS A-E		\$	