

Entity Name: South Dakota State Government
Event Number: 8468
Event ID: 23RFP8468
Event Name: Information Technology Staff Augmentation Services, LRC
Requested By: Andy Mobley
Created By: Missy Schuetzle
Due By Date: 03/15/2023 05:00 PM Central Time
Q&A Cutoff Date: 02/21/2023 11:09 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 918-71 IT Consulting
Allow Supplier Terms and Conditions: No
Public Responses: No
Display Awardee: Display
Posting Board Status: Expired
Event Status: Event Under Review

Section #: Name:

1 Section 1 - RFP Event

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

GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The mission of the Legislative Research Council (LRC) is to provide to the members of the Legislature legal analysis, fiscal analysis, and advice in addition to research, drafting, and budget services in a professional, confidential, and nonpartisan manner.

The LRC seeks a consultant to provide information technology staff augmentation services. The selected consultant will work with LRC information technology staff to enhance and maintain internally developed software systems.

1.1.1 DESCRIPTION OF COMPONENTS

The consultant must have experience in software engineering and application development planning, design, coding, and maintenance, in a technology environment that includes:

- C#;
- .Net;
- Microsoft APIs (Graph & VSTO);
- JavaScript;
- XML;
- CSS;
- MS SQL;
- TFS or Azure DevOps;
- Vue.js;
- Vuetify;
- Azure Services;
- IIS Administration;
- SQL Administration;
- Agile software development life cycle; and

- Project management best practices.

1.1.2 ENGAGEMENT STRUCTURE

The deliverables, timeframes, deadlines, and methodology of the engagement will be determined based on the specific tasks and projects assigned to the consultant. These details will be provided in a detailed Statement of Work (SOW). There is no guarantee of work. Specific SOWs with specific terms and scopes of work will be created on an as needed basis. The SOWs will incorporate the terms of the agreement resulting from this RFP.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The LRC is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, LRC. The reference number for the transaction is RFP #23RFP8468. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	February 21, 2023
Deadline for Submission of Written Inquiries	March 7, 2023 (5:00PM CST)
Responses to Offeror Inquiries	March 10, 2023 (5:00PM CST)
Deadline for Offeror to provide Email Address of Authorized Officer	March 10, 2023 (5:00PM CST)
Proposal Submission Deadline	March 15, 2023 (5:00PM CST)
Evaluation of Proposals	March 22, 2023
Anticipated Award Decision/Contract Negotiation	March 24, 2023
Anticipated Contract Start Date	April 1, 2023

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the LRC by the date and time indicated in the Schedule of Activities immediately above. Proposals received after the deadline will be late and ineligible for consideration.

Each Offeror must provide LRC an electronic version of the proposal. The electronic version should be provided in MS WORD or in PDF format and emailed to Elijah.Rodriguez@sdlegislature.gov. The email, including attachments, must be limited to 10MB in size.

All proposals must be signed by an officer of the Offeror, legally authorized to bind the Offeror to the proposal. Proposals that are not properly signed may be rejected. To facilitate the electronic signature of proposals, Offerors shall provide the email address of the officer legally authorized to bind the Offeror to the proposal by 5:00PM CST, March 10, 2023.

If Offerors do not wish to sign electronically, the first page of the RFP must accompany the proposal submission, completed, and 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. The sealed envelope should be marked with the appropriate RFP Number and Title. **Proposals should be addressed and labeled as follows:**

**REQUEST FOR PROPOSAL #23RFP8468 PROPOSAL DUE: MARCH 15, 2023 STATE POC:
ELIJAH RODRIGUEZ**

**SOUTH DAKOTA LEGISLATIVE RESEARCH COUNCIL 500 EAST CAPITOL AVE, 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 LRC.

Terms and Conditions

ESM Sourcing Terms
None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP Document.