

Entity Name: South Dakota State Government
Event Number: 8539
Event ID: 23RFP23-0904002-019
Event Name: Public Health Consultant
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 04/12/2023 05:00 PM Central Time
Q&A Cutoff Date: 03/09/2023 2:31 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 948-07 Administration Services, Health; 948-47 Health Care Center Services
Allow Supplier Terms and Conditions: No
Public Responses: No
Display Awardee: Display
Posting Board Status: Published
Event Status: Event Under Review

Section #: Name:

1 Section 1 - 23RFP23-0904002-019

"Response to Offeror's Questions" Document attached.

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.

1.0 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Health, Division of Family and Community Health (FCH) is seeking a 1.0 FTE to provide public health consultation in the areas of evidence-based public health, community engagement, Community Health Needs Assessment, and cancer prevention and control programming. This position would support these areas within the FCH, which includes the Office of Child and Family Services (OCFS) and also the Office of Disease Prevention and Health Promotion (ODPHP). Due to fluctuation with OCFS and ODPHP program funding, staffing, and other resources from year to year, duties for this position may vary. This position could be asked to assist with grant writing, research, data collection, resource development, stakeholder meeting facilitation, and other programmatic needs.

1.1 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, Division of Family and Community Health. The reference number for the transaction is RFP #23-0904002-019. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.2 LETTER OF INTENT

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

The Letter of Intent should be submitted to Kiley Hump via email at Kiley.Hump@state.sd.us. Please place the following in the subject line of your email: "**Letter of Intent for RFP 23- 0904002-019**".

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	March 9, 2023
Letter of Intent to Respond Due	March 22, 2023 by 5:00pm CT
	March 24, 2023 by 5:00pm CT
Submission of Vendor Questions	
Responses to Vendor Questions	March 30, 2023 by 5:00pm CT
Proposal Submission	April 12, 2023 by 5:00pm CT
Anticipated Award Decision/Contract Negotiation	May 31, 2023

1.4 SUBMITTING YOUR PROPOSAL

One original hard copy and an electronic copy of the proposal (to include Cost Proposal) must be completed and received by the South Dakota Department of Health, ODPHP by the date and time indicated in the Schedule of Activities. The proposal shall be page numbered and have an index and/or a table of contents referencing the appropriate page number.

One original hard copy of the proposal and cost proposal must be submitted by mail (USPS or other mail carrier). **The cost proposal must be in a separate sealed envelope and labeled "Sealed Cost Proposal"**. The sealed envelope must be marked with the appropriate RFP Number and Title. Proposals must be post marked by Proposal Submission date as referenced in the Schedule of Activities.

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 envelope sent by the respondent. Proposals that are not properly signed may be rejected.

Proposals must be addressed and labeled as follows:

REQUEST FOR PROPOSAL #23-0904002-019
PROPOSAL DUE April 12, 2023 by 5:00 PM CST
KILEY HUMP, ODPHP ADMINISTRATOR
SOUTH DAKOTA DEPARTMENT OF HEALTH
615 EAST FOURTH STREET
PIERRE SD 57501

All capital letters and no punctuation are used in the address. The South Dakota Department of Health address as displayed should be the only information in the address field.

One electronic copy of the proposal and cost proposal must be electronically downloaded to a secure location provided by the Vendor where the State can access the Vendor's proposal. This secure location can be a SFTP site, an encrypted FTP site or a webpage using SSL if files are only downloaded, and nothing has to be uploaded. Cost reports included in proposals must be uploaded as a separate document. Vendors shall reference their secure web location in the paper copy of their proposal and/or email the location to the Buyer Point of Contact listed on page one of this document. Due to security concerns, the State will not accept electronic proposals on portable media.

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

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.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP Document.