

Entity Name: South Dakota State Government
Event Number: 8575
Event ID: 23RFPSDSU03162023
Event Name: SDSU Outside Legal Counsel, Intellectual Property
Requested By: Scott Nelson
Created By: Scott Nelson
Due By Date: 04/11/2023 02:00 PM Central Time
Q&A Cutoff Date: 03/16/2023 8:57 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 918-74 Legal Consulting; 961-49 Legal Services, Attorneys
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 - 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.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is to establish a contract with one or more qualified and appropriately licensed attorneys to provide professional business and legal services for the university's plant patents, including Plant Variety Protection Act (PVPA) enforcement. This RFP may result in a single award or in multiple awards or award in part or full for select services.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The SDSU Purchasing Office is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, SDSU Office of General Counsel. The reference number for the transaction is RFP #SDSU03162023. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 3-16-2023
Offeror Questions Due 3-30-2023 by 10:00am CDT
Responses to Offeror Questions 4-4-2023 by 12:00pm (noon) CDT
Proposal Submission 4-11-2023 by 2:00pm CDT
Oral Presentations/discussions (if required) 4-25-2023 (if needed)
Anticipated Award Decision/Contract Negotiation 5-9-2023

SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the Purchasing Office at South Dakota State University by the date and time indicated in the Schedule of Activities.

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

All proposals must be signed by an officer of the responder, legally authorized to bind the responder to the proposal, and emailed to South Dakota State University. Proposals that are not properly signed may be rejected.

All required files must be emailed to Karen Bravek, SDSU Purchasing Manager, at Karen.Bravek@sdstate.edu. The email must have a subject line which MUST include the appropriate RFP Number and Open Date.

Example: REQUEST FOR PROPOSAL #SDSU03162023 Opening 4-11-2023

This information is the ONLY information that should appear in the Subject Line of your email. Any other information could cause your bid to be rejected.

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 SDSU/the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by SDSU or the State of South Dakota.

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 Karen Bravek at Karen.Bravek@sdstate.edu with the subject line "RFP #SDSU03162023 QUESTIONS".

South Dakota State University will respond to offeror's inquiries (if required) via e-mail. In addition, all inquiries and SDSU's response will be posted on the state's e-procurement system. 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.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

Please see attached RFP document.