

**Entity Name:** South Dakota State Government  
**Event Number:** 8586  
**Event ID:** 23RFP8586  
**Event Name:** Dept of Corrections Website Redevelopment and Maintenance  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 06/09/2023 05:00 PM Central Time  
**Q&A Cutoff Date:** 04/13/2023 12:06 PM 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 - 23RFP8586**

"Response to Offeror's Questions" document attached.

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

**1.0 GENERAL INFORMATION**

**1.1 BIT SECURITY STANDARDS**

Any contract or agreement resulting from this RFP will need to incorporate and conform to the necessary security standards required by the South Dakota Bureau of Information and Telecommunications (BIT). In addition, any contract or agreement resulting from this RFP will include the State's standard I/T contract terms listed in Attachment A and the State's standard contract terms and conditions as identified in Section 2.0 below, along with any additional contract terms as negotiated by the parties. As part of the negotiation process the contract terms listed in Attachment A may be altered or deleted. The vendor must indicate in its response any issues it has with specific contract terms. If the vendor does not indicate that there are any issues with any contract terms, then the State will assume those terms are acceptable to the vendor. There is also a list of technical questions, Security and Vendor Questions which is attached as Attachment B, the vendor must complete. These questions may be used in the proposal evaluation. It is preferred that the vendor's response to these questions is provided as a separate document from the RFP response. If the vendor will be hosting the solution, the file name must be "(Your Name) Hosted Security and Vendor Questions Response". If the solution will be hosted by the State, the file must be named "(Your Name) Security and Vendor Questions Response State Hosted". This document cannot be a scanned document but must be an original. If the vendor elects to make the Security and Vendor Questions part of its response, the questions must be clearly indicated in the proposal's Table of Contents. A single numbering system must be used throughout the proposal.

**1.2 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

**1.2.1 Background and Overview of Scope of Work:**

The South Dakota Department of Corrections (DOC) website is due for a redesign. While navigation of the website, search-ability, content and continuity have been maintained, the time has come for an overhaul of doc.sd.gov to ensure customer expectations; connecting them with informational content that generates a meaningful and useful experience. Additionally, this overhaul includes rewriting the DOC intranet site – which is for internal staff use only.

The vendor will design, code, and populate a responsive internet and intranet website application. The vendor will work with DOC and the Bureau of Information and Telecommunications (BIT) to meet its technology and security requirements in all stages. In addition, they will design a new content management system (CMS) to populate all current and new content. The initial project plan is laid out in more detail below and in Section 3.0 of the Scope of Work, however, the State requests that the final contract be extended for three years after the final launch date with the option to renew the contract and an annual basis for up to three years after that.

**1.3 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The South Dakota Department of Corrections is the issuing office for this document and all subsequent addenda relating to it, on behalf of the South Dakota Department of Corrections, Administration. The reference number for the transaction is 23RFP8586. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**1.4 SCHEDULE OF ACTIVITIES**

RFP Publication: April 12, 2023

Letter of Intent to Respond with Vendor Questions: May 15, 2023

Responses to Vendor Questions: May 29, 2023

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Proposal Submission: June 9 by 5:00 PM CST  
BIT Review: June 15, 2023  
Award Decision/Contract Negotiation: July 6, 2023  
Contract Start Date: July 21, 2023  
Launch Date: October 6, 2023

#### 1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by June 9, 2023 by 5pm CST. Proposals received after the deadline will be ineligible for consideration.

1. An electronic PDF version must be emailed to [Danna.Humig@state.sd.us](mailto:Danna.Humig@state.sd.us)  
o Please place the following in the subject line: DOC WEBSITE - 23RFP8586

2. If the file is too large to send via email, please provide an alternative option through an FTP site or DropBox with secured access. Please inform Danna Humig of this in an email with instructions on accessing.

Note: 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.

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### Terms and Conditions

#### ESM Sourcing Terms

None

#### General Terms and Conditions

None

#### Event Specific Terms and Conditions

See attached RFP document.