

**Entity Name:** South Dakota State Government

**Event Number:** 8589

**Event ID:** 23IFB8589

**Event Name:** Family Time & Transportation (Aberdeen)

**Requested By:** Missy Schuetzle

**Created By:** Missy Schuetzle

**Due By Date:** 04/26/2023 05:00 PM Central Time

**Q&A Cutoff Date:** 03/23/2023 3:46 PM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 961-82 Transportation Services (Not Otherwise Classified); 958-22 Child Care Center Management and Operation Services; 952-43 Family and Social Services (Including Shopping and Buying Services)

**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 - 23RFP8589**

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

**1.0 GENERAL INFORMATION**

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

This request has been issued for the purpose of eliciting proposals for the provision of supervised family time services in a family friendly setting in Aberdeen, South Dakota for families whose children have been removed from the home and placed in the custody of Child Protection Services (CPS), in order to promote the possibility of reunification.

Submissions should also include the provision of supervised transportation for children and their parents to and from the family time service, and to and from appointments as referred by CPS, within the Aberdeen area.

**1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The Department of Social Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Division of Child Protection. The reference number for the transaction is 23RFP8589. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/keyresources/rfp.aspx> for the RFP, any related questions/answers, changes to schedule of activities, amendments, etc.

**1.3 LETTER OF INTENT**

All interested offerors are requested to submit a non-binding **Letter of Intent** to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal.

The letter of intent must be received by email in the Department of Social Services by the date and time indicated in the Schedule of Activities, and must be addressed to [Kirsten.Smart@state.sd.us](mailto:Kirsten.Smart@state.sd.us). Place the following, exactly as written, in the subject line of your email: **Letter of Intent for 23RFP8589**. Be sure to reference the RFP number in any attached letter or document.

**1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication: March 22, 2023  
Letter of Intent to Respond Due: April 5, 2023  
Deadline for Submission of Written Inquiries: April 5, 2023  
Response to Offeror's Questions: April 12, 2023  
SFTP Request Due: April 19, 2023

Proposal Submission: April 26, 2023  
Proposal Revisions (if required): To be announced if needed  
Anticipated Award Decision/Contract Negotiation: May 12, 2023

## 1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by Child Protection Services by the date and time indicated in the Schedule of Activities.

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

Proposals must be submitted as PDF's via Secured File Transfer Protocol (SFTP). Offerors must request an SFTP folder no later than the date and time indicated in the Schedule of Activities by emailing Kirsten Smart at the email indicated on page one.

The subject line should be "**23RFP8589 SFTP Request**". The email should contain the name and the email of the person who will be responsible for uploaded the document(s).

Please note, offeror will need to work with their own technical support staff to set up an SFTP compatible software on offeror's end. While the State of South Dakota can answer questions, State of South Dakota is not responsible for the software required.

All proposals may be signed in ink or digitally by an officer of the offeror legally authorized to bind the offeror to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected.

No proposal may be accepted from, or any contract or purchase order 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 and Attachment.