

Entity Name: South Dakota State Government

Event Number: 8602

Event ID: 23RFP8602

Event Name: Office Supplies

Requested By: Lisa Hubbard

Created By: Lisa Hubbard

Due By Date: 04/25/2023 05:00 PM Central Time

Q&A Cutoff Date: 03/28/2023 4:30 PM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 615-45 File Folders, Regular, Legal and Letter Sizes; 615-72 Planners, Organizers;
615-67 Paper Clips, Ball Bearing

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 - 23RFP8602

04/14/2023: State's Response to Offeror's Questions, 2023 Attachment A Worksheet Updated, and Addendum 1 have been posted.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The State of South Dakota through the Bureau of Administration, Office of Procurement Management is soliciting proposals from responsible suppliers to provide a complete line of office supplies, batteries, ink and toner, and small volume paper. It is the State's intent to award a contract to a contractor with proven resources to service the State's needs for the supplies included in this RFP, at all state government locations within South Dakota. The RFP will be evaluated using price and other factors. The State is looking for a contractor that maintains a large number of the required items in stock for immediate delivery, and that can provide delivery for those items within 24 to 48 hours of order placement. The contract resulting from this RFP will be utilized by all state agencies, including institutions under the control of the Board of Regents. State law also allows local units of government to utilize the resulting contract. The State may consider various contracting options in addition to proposals received through this solicitation, including active contracts established by governmental agencies individually or through cooperative procurement processes, using competitive sealed bids or proposals.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The Office of Procurement Management is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota. The reference number for the transaction is **RFP #23RFP8602** which must be referred to on all proposals, correspondence, and documentation relating to the RFP.

SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication: March 28, 2023

Deadline for Submission of Written Questions: April 12, 2023 (5:00pm CDT)

Responses to Offeror Questions: April 14, 2023 (5:00pm CDT)

Proposal Submission: April 25, 2023 (5:00pm CDT)

Anticipated Award Decision: May 31, 2023

SUBMITTING YOUR PROPOSAL

Offerors are required to provide an electronic copy of their response. The electronic copy shall be provided in MS WORD or in PDF format. Attachment A Worksheet shall be provided in Excel. Proposals should be sent only to lisa.hubbard@state.sd.us with the appropriate RFP Number and Title in the subject line.

Proposals **must** be submitted no later than the time and date set forth in the above Section 1.4 Schedule of Activities. Proposals received after this date and time will not be accepted for consideration.

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

OFFEROR QUESTIONS AND INQUIRIES

Offerors may email inquiries to obtain clarification of RFP requirements. Email questions or inquiries must be sent to Lisa Hubbard, Assistant Director

at Lisa.Hubbard@state.sd.us with the subject line "RFP #23RFP8602" prior to the deadline specified in Section 1.4 the Schedule of Activities of this RFP.

Questions shall be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Short procedural inquiries may be accepted by telephone by the Assistant Director; however, oral explanations or instructions given over the telephone shall not be binding upon the State. Offerors shall not contact any person within the State directly, in person, or by telephone, other than the Assistant Director, concerning this RFP.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

Please refer to the RFP document for terms and conditions.