

Entity Name: South Dakota State Government
Event Number: 8690
Event ID: 23RFP23-0904004-020
Event Name: Food Delivery Coordinator
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 06/02/2023 05:00 PM Central Time
Q&A Cutoff Date: 04/14/2023 9:57 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 961-36 Food Administrative Services (Incl. Policy, Standards, Evaluation, etc.)
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 - 23RFP23-0904004-020

"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 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

This position will provide assistance to the Special Supplemental Program for Women Infants and Children (WIC) specifically in the area of vendor management. In the past couple of years, the WIC Program has changed significantly in an effort to make the program better for both the participants and the vendors that sell WIC approved foods to participants.

This position will work with the Vendor Manager and Program Integrity Specialist to assist with the implementation and expansion of the Online Shopping Project, implementation of self-checkout options, expand the Vendor Liaison Program, lead the Acceptable Foods Committee, and assist with vendor monitoring and compliance.

South Dakota WIC is actively working with one of our authorized vendors to make online shopping an option for WIC participants. This position will participate in meetings with project partners, monitor transactions, review reports, collaborate on future expansion activities, and assist with testing and training activities.

South Dakota WIC also wants to make self-checkouts accessible for WIC participants. This position will support implementation efforts by contacting stores for scheduling, traveling to test WIC at self-checkouts, and developing training and announcement materials for clinic staff and participants.

The Vendor Liaison Program focuses on training WIC staff to act as liaisons to Vendors in their local community. The goal is to improve customer service and resolve shopping concerns at the clinic level overall streamlining the process of addressing shopping issues. The project will include developing training materials and providing training to staff throughout the state.

The Acceptable Foods Committee is made up of staff involved in the process of determining and approving WIC eligible foods. This position will identify and implement ways to improve and streamline the process for adding new products and maintaining the WIC Approved Product List (APL). This includes, but is not limited to, surveying Vendors to identify brands, sizes and types of foods available, compiling product information, ensuring all products go through nutritional review, adding approved foods to the Management Information System (MIS), and communicating updates to staff, participants and vendors.

This position will also help assist with vendor monitoring and compliance per federal requirements by assisting with education buys, monitoring vendors, and helping to create training materials for vendors to utilize when training store staff.

Travel will be required statewide to meet the needs of this position. This may include day trips and overnight trips. The position will be testing retail register systems, understanding how WIC transactions occur and are processed, and helping to assure compliance with the WIC program vendor management areas.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Health - Office of Child and Family Services WIC Program is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, WIC Program. The reference number for the transaction is RFP #23-0904004-020. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

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

The letter of intent should be received in the mail by no later than April 28, 2023. If submitted by mail the envelope should be addressed to:

**OCFS WIC Program
Wendy Speaect
615 E. 4th Street
Pierre, SD 57501**

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Wendy Speaect via email at sdwic@state.sd.us. Please place the following in the subject line of your email: **"Letter of Intent for RFP #23-0904004-020"**.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	April 14, 2023
Letter of Intent to Respond Due	April 28, 2023
Offeror Questions Due	May 5, 2023
Responses to Offeror Questions	May 19, 2023
Proposal Submission	June 2, 2023
Oral Presentations/discussions (if required)	June 9, 2023
Proposal Revisions (if required)	June 23, 2023
Anticipated Award Decision/Contract Negotiation	July 21, 2023

1.5 SUBMITTING YOUR PROPOSAL

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

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

An original and 4 identical copies of the proposal shall be submitted.

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 form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope should be marked with the appropriate RFP Number and Title. Proposals should be addressed and labeled as follows:

**REQUEST FOR PROPOSAL #23-0904004-020
PROPOSAL DUE June 2, 2023
STATE POC Wendy Speaect
OCFS WIC Program
Attn : Wendy Speaect
615 E. 4th St.
Pierre, SD 57501**

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