

Entity Name: South Dakota State Government

Event Number: 8692

Event ID: 23RFP8692

Event Name: Print Materials Services

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 05/23/2023 05:00 PM Central Time

Q&A Cutoff Date: 04/18/2023 3:17 PM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 966-66 Offset Printing, Books, Perfect Bound (Quan. Over 10,000); 4 Color Process Acceptable; 966-69 Offset Printing, General, Large Press Work (Quan. up to 100,000); One or More Colors, Close Registration Required, No 4-Color Processes, Finished Sizes May Exceed 11 x 17 in., May Have Large Solids

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 - 23RFP8692

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)

Travel South Dakota is seeking the professional services of a marketing agency with extensive experience in tourism marketing to work as collaborative partners to promote South Dakota as a travel destination to regional and national markets. This RFP is to identify the most qualified agency to carry out Travel South Dakota's print design and publication objectives. This includes the annual Vacation Guide, multi-language international guides, scenic drives guide and other printed publications and guides as necessary.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Tourism 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 #23RFP8692. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP publication	April 18, 2023
Deadline for submission of written inquiries	May 2, 2023
Response to offeror questions	May 16, 2023
Proposal Submission	May 23, 2023 (By 5 p.m. CST)
Travel South Dakota Review/Scoring	May 30, 2023
Anticipated Award Decision/Contract	June 1, 2023

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in Travel South Dakota's office 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 one identical copy of the proposal shall be submitted. It is solely the responsibility of each Offeror to ensure timely

delivery of the proposal. An electronic version of the proposal shall also be included via external hard drive (or flash drive). Packages not containing the required number of copies will be rejected. There will be no exceptions. Proposals will not be accepted by fax or email.

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 #23RFP8692
PROPOSAL DUE: May 23 by 5 p.m. CT
STATE POC:
Michele Ganschow, Marketing Project Manager
SOUTH DAKOTA DEPARTMENT OF TOURISM
711 EAST WELLS AVENUE
PIERRE, SD 57501-3385

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