

Entity Name: South Dakota State Government

Event Number: 8753

Event ID: 23RFPSDBOR04282023

Event Name: Executive Searches - SDBOR

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 05/31/2023 05:00 PM Central Time

Q&A Cutoff Date: 04/28/2023 9:23 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 961-30 Employment Agency and Search Firm Services (Including Background Investigations and Drug Testing for Employment)

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 - 23RFPSDBOR04282023

"Response to Offeror's Questions" document attached.

Do not submit response 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)**

The South Dakota Board of Regents System (SDBOR) is initiating a Request for Proposal (RFP) to solicit proposals from qualified executive search firms to enter into a nonexclusive Master Agreement to conduct executive searches upon request by SDBOR, i.e., by the Board of Regents Central Office or by any of the eight institutions that comprise South Dakota's public system of universities and special schools. The nonexclusive Master Agreement would be in effect for an initial term of up to five years. The vendor would be compensated per search performed. When requested to conduct a search, the vendor would be expected to enter into a consulting contract to assist with executive recruitment.

1.2 **ISSUING OFFICE AND RFP REFERENCE NUMBER**

The South Dakota Board of Regents System Office is the issuing office for this document and all subsequent addenda relating to it, on behalf of The South Dakota Board of Regents (SDBOR) Office. The reference number for the transaction is **RFP #SDBOR04282023**. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

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

- | | | |
|----|---------------------------------------|------------------------|
| A. | RFP Released | April 28, 2023 |
| B. | Receipt of Inquiries | May 12, 2023 |
| C. | Inquiry Responses | May 17, 2023 |
| D. | Receipt of Proposal | May 31, 2023 5:00 P.M. |
| E. | Review/Contract Negotiation/Award By: | June 30, 2023 |

1.4 **SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received in the Board of Regents 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 to the address above along with one electronic copy provided on a flash drive and included with the hard copies.

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 must be marked with the appropriate RFP Number and Title.

Proposals must be addressed and labeled as follows:

South Dakota Board of Regents
RFP #SDBOR04282023
Attn: Kayla Bastian
306 E. Capitol Avenue, Suite 200
Pierre, SD 57501-2545

The words “**Sealed Proposal Enclosed**” must be prominently denoted on the outside of the shipping container.

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