

Entity Name: South Dakota State Government
Event Number: 8794
Event ID: 23RFP8794
Event Name: Enterprise Resource Planning (ERP) Project Management Services
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 06/30/2023 05:00 PM Central Time
Q&A Cutoff Date: 05/16/2023 10:51 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 208-37 Database Software; 209-38 Database Software
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 - 23RFP8794

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

1.0 GENERAL INFORMATION

1.1 BUREAU OF INFORMATION AND TELECOMMUNICATIONS (BIT) STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State of South Dakota's (the "State") standard I/T contract terms listed in Appendix A, along with any additional contract terms as negotiated by the parties. As part of the negotiation process the contract terms listed in Appendix A may be altered or deleted. The offeror must indicate in its response any issues it has with specific contract terms. If the offeror does not indicate that there are any issues with any contract terms, then the State will assume those terms are acceptable to the offeror. There is also a list of technical questions, Security and Vendor Questions which is attached as Appendix B, the offeror must complete. These questions may be used in the proposal evaluation. It is preferred that the offeror's response to these questions is provided as a separate document from the RFP response. If the offeror will be hosting the solution, the file name must be "(Your Name) Hosted Security and Vendor Questions Response". If the solution will be hosted by the State, the file must be named "(Your Name) Security and Vendor Questions Response State Hosted". If the solution is not a hosted solution, the file name must be "(Your Name) Security and Vendor Questions Response". If there are multiple non-hosted solutions, please provide some designation in the file name that indicates which proposal it goes to. This document cannot be a scanned document but must be an original. If the offeror elects to make the Security and Vendor Questions part of its response, the questions must be clearly indicated in the proposal's Table of Contents. A single numbering system must be used throughout the proposal.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Bureau of Finance and 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 this transaction is RFP# 23RFP8794. 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 must be received by the Bureau of Finance and Management no later than May 26, 2023, at 5:00PM CST. The Letter of Intent may be submitted to Jason Lutz via email at ERP@state.sd.us. Please place the following in the subject line of your email: "**Letter of Intent for RFP# 23RFP8794**".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

- **RFP Publication: May 15, 2023**

- **Letter of Intent Response Due (5:00PM CST): May 26, 2023**

- **Deadline for Submission of Written Inquiries (5:00PM CST): June 9, 2023**
- **Responses to Offeror Questions (5:00PM CST): June 16, 2023**
- **Proposal Submission (5:00PM CST): June 30, 2023**
- **Demonstrations and Presentations (if required): Weeks of July 17th and 24th, 2023**
- **Anticipated Award Decision/Contract Negotiation: Week of July 31st, 2023**

1.5 SUBMITTING YOUR PROPOSAL

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

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

Each Offeror must provide BIT an electronic version of the proposal. The electronic version should be provided in MS WORD or in PDF format to ERP@state.sd.us. The email, including attachments, must be limited to 20MB in size. If multiple email messages are necessary in order to meet the attachment size limitation, the file name and the subject of the email message must be "(Your Name) – RFP #23RFP8794 Proposal – x of y", where "x" represents the number of the component out of a total of "y" total components of the proposal (e.g., if a total of 3 components submitted as attachments to 3 messages: 1 of 3, 2 of 3, and 3 of 3).

All proposals must be signed, in ink, by an officer of the offeror, legally authorized to bind the offeror to the proposal and sealed in the form. Proposals that are not properly signed may be rejected. The first page of the RFP must accompany the proposal submission, completed, and signed.

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.