

Entity Name: South Dakota State Government
Event Number: 8803
Event ID: 23RFP23-0921400-028
Event Name: Executive Secretary for the SD Board of Physical Therapy
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 06/16/2023 05:00 PM Central Time
Q&A Cutoff Date: 05/11/2023 3:10 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 961-02 Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, 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 - 23RFP23-0921400-028

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

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is to solicit an entity to serve as the Executive Secretary for the newly created South Dakota Board of Physical Therapy. The entity will provide administrative services for the Board. Administrative services encompass all aspects of running the office including, but not limited to, representing the Board; licensing of qualified applicants pursuant to state and federal rules and regulations; communicating with consumers, licensees, prospective and active applicants, and the general public; maintaining South Dakota's compliance with the Physical Therapy Licensure Compact, investigating complaints against licensees; license renewals; and advising Board members on duties and responsibilities as well as assisting them in understanding South Dakota licensure rules and regulations. The entity will also be responsible for development and implementation of a licensure system to accommodate applications and biennial renewals for physical therapists and physical therapist assistants. There are currently 1,266 physical therapists and 348 physical therapist assistants licensed in South Dakota.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Health is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, South Dakota Board of Physical Therapy. The reference number for the transaction is RFP #23-0921400-028. 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 South Dakota Department of Health by no later than May 22, 2023. If submitted by mail the envelope should be addressed to:

South Dakota Department of Health
ATTN: Susan Sporrer
600 E. Capitol Avenue
Pierre, SD 57501

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Susan Sporrer via email at susan.sporrer@state.sd.us. Please place the following in the subject line of your email: "Letter of Intent for RFP 23-0921400-028".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication: May 11, 2023

Letter of Intent to Respond Due: May 22, 2023

Deadline for Submission of Written Inquiries: May 25, 2023, 5PM CST

Responses to Offeror Questions: May 31, 2023

Proposal Submission: June 16, 2023 by 5:00 pm CDT

Oral Presentations/discussions (if needed): TBD

Anticipated Award Decision/Contract Negotiation: August 1, 2023

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Health 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 five (5) 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 #23-0921400-028
PROPOSAL DUE: June 16, 2023 by 5:00 pm CDT
STATE POC: Susan Sporrer
600 E. Capitol Avenue
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.