

Entity Name: South Dakota State Government
Event Number: 8808
Event ID: 23RFP23-0901001-022
Event Name: Contract Lifecycle Management System
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 06/16/2023 05:00 PM Central Time
Q&A Cutoff Date: 05/12/2023 2:55 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 - 23RFP23-0901001-022

"Response to Offeror's Questions" document attached.

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 GENERAL INFORMATION

1.1 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 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Health (SD DOH) executes over 1000 contracts per year and spends approximately 115 million dollars for professional services, supplies, software, and Consultants. Currently, our contract process is fragmented, and we desire to centralize the function for better monitoring, control, authorization, and auditing.

The SD DOH is seeking proposals from qualified vendors to address the requirements stated in this RFP. The purpose of this RFP is to provide the SD DOH with a Contract Lifecycle Management System. In addition, this system may have potential to be developed for statewide agency use.

1.3 ISSUING OFFICE AND RFP REFERENCE NUMBER

The SD DOH is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, DOH. The reference number for the transaction is RFP# 23-0901001-022. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication 05/12/2023
Deadline for Submission of Written Inquiries 05/19/2023
Responses to offeror Questions 05/26/2023
UPDATED FEBRUARY 13, 2023 V3.4 3
Proposal Submission 06/16/2023
Proposal Reviews 06/17/2023
BIT Technical Review July 2023
Demonstrations and presentations (if required) August 2023

Anticipated Award Decision/Contract Negotiation 09/1/2023

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the SD DOH 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 hard copy and an electronic copy of the proposal (to include Cost Proposal) shall be submitted.

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 sealed envelope must be marked with the appropriate RFP Number and Title.

Proposals must be addressed and labeled as follows:

REQUEST FOR PROPOSAL # 23-0901001-022

PROPOSAL TITLE Contract Lifecycle Management System

PROPOSAL DUE June 16th, 2023, 5:00pm CST

Amanda Shoop

South Dakota Department of Health

600 E Capitol Ave

Pierre, SD 57501

Electronic submission shall be sent to Amanda Shoop at amanda.shoop@state.sd.us with RFP# 23-0901001-022 in the Subject line.

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.