

Entity Name: South Dakota State Government
Event Number: 8811
Event ID: 23RFP8811
Event Name: Kinship Navigator
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 07/12/2023 05:00 PM Central Time
Q&A Cutoff Date: 05/24/2023 9:34 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 952-59 Human Services (Not Otherwise Classified)
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 - 23IFB8811

"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.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

This request has been issued for the purpose of eliciting proposals for a Kinship Navigator to serve an ombudsman to kinship caregivers within South Dakota. The Kinship Navigator will provide information, referrals, and concrete supports to grandparents and other relative caregivers as defined by South Dakota law. The Kinship Navigator will assist caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising, in addition to their own needs as caregivers. The Kinship Navigator will promote effective partnerships among public and private agencies to ensure kinship caregiver families are serviced within their own communities.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Social Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Division of Child Protection. The reference number for the transaction is RFP #8811. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/keyresources/rfp.aspx> for the RFP, any related questions/answers, changes to schedule of activities, amendments, etc.

1.3 LETTER OF INTENT

All interested offerors are requested to submit a non-binding **Letter of Intent** to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal.

The letter of intent must be received by email in the Department of Social Services by no later than **June 7th, 2023** and must be addressed to Kirsten.Smart@state.sd.us. Place the following, exactly as written, in the subject line of your email: **Letter of Intent for RFP #8811**. Be sure to reference the RFP number in any attached letter or document.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

| | |
|--|-----------------------------------|
| RFP Publication | <u>May 24th, 2023</u> |
| Letter of Intent to Respond Due | <u>June 7th, 2023</u> |
| Deadline for Submission of Written Inquiries | <u>June 7th, 2023</u> |
| Responses to Offeror Questions | <u>June 21st, 2023</u> |
| SFTP Request Due | <u>June 28th, 2023</u> |
| Proposal Submission | <u>July 12th, 2023</u> |

Proposal Revisions (if required)

To be announced if needed

Anticipated Award Decision/Contract Negotiation

July 28th, 2023

1.5 SUBMITTING YOUR PROPOSAL

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

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

Proposals must be submitted as PDF's via Secured File Transfer Protocol (SFTP). Offerors must request an SFTP folder no later than **June 28th, 2023**, by emailing Kirsten Smart at the email indicated on page one.

The subject line should be "**RFP8811 SFTP Request**". The email should contain the name and the email of the person who will be responsible for uploaded the document(s).

Please note, offeror will need to work with their own technical support staff to set up an SFTP compatible software on offeror's end. While the State of South Dakota can answer questions, State of South Dakota is not responsible for the software required.

All proposals may be signed in ink or digitally by an officer of the offeror legally authorized to bind the offeror to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected.

No proposal may be accepted from, or any contract or purchase order 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.