

**Entity Name:** South Dakota State Government

**Event Number:** 8817

**Event ID:** 23RFP23-0904002-024

**Event Name:** Acquisition of Immunization Information System Technical Support

**Requested By:** Missy Schuetzle

**Created By:** Missy Schuetzle

**Due By Date:** 06/02/2023 11:59 PM Central Time

**Q&A Cutoff Date:** 05/17/2023 11:17 AM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 920-03 Application Service Provider (ASP) (Web Based Hosted)

**Allow Supplier Terms and Conditions:** No

**Public Responses:** No

**Display Awardee:** Display

**Posting Board Status:** Published

**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - 23RFP23-0904002-024**

"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 attachments and follow submittal instructions.

**1.0 GENERAL INFORMATION**

**1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The South Dakota Department of Health (DOH), Office of Disease Prevention and Health Promotion, has transitioned to a new immunization information system (IIS) with a new technology platform provided by STChealth, LLC, (STC) in May 2023. An IIS is a large, highly sophisticated statewide web-based system that consolidates immunization information from healthcare providers, hospitals, local health departments and others to prevent disease outbreaks, identify populations at risk of disease, and manage public-funded vaccine supplies. SD DOH is soliciting proposals for a Technical Support Specialist (TSS), needed to provide expertise, oversight, and support of the technical aspects in management of the new IIS.

The TSS will work under the supervision of the Immunization Program Director and the IIS Manager, representing the interests of the immunization program in delivering quality work products as contractually defined. The TSS will work closely and communicate regularly with staff from DOH, STC, South Dakota Bureau of Information and Telecommunications (BIT), and electronic medical record system IT, and/or IIS end-users.

The following items provide additional information on particular needs or inherent project issues that will confront the Department and Vendors, and which must be addressed in the Vendor's proposal, work plan, task deadlines, etc. They are presented here for emphasis and should not be considered an exhaustive list. Overall, the possible expectations of the Vendor include the ability to:

- Demonstrate comprehensive knowledge of Immunization Information System functionality
- Implement and maintain HL7 version 2.5.1 interface connections between SDIIS and Electronic Medical Records systems, South Dakota Health Link, and South Dakota Electronic Disease Surveillance System
- Maintain knowledge of CDC's age-appropriate Recommended Immunization Schedules
- Generate provider-based and geographic-based reports
- Generate reports based on CDC requirements and recommendations
- Maintain confidentiality regarding Protected Health Information (PHI) and Personal Identifiable Information (PII).

Information provided in this section will be used to assess the ability of the Vendor, and specifically, the staff resources assigned, to provide the services requested in this document. Thus, the Vendor should provide information for the organization as a whole and the individual staff assigned that addresses the following:

- Experience with immunization information system software for state government entities.
- Experience generating ad-hoc reports, queries, and extracts.

Broad statements of background and experience will limit the ability of the proposal evaluators to adequately determine whether a Vendor and its assigned staff are likely to successfully provide the required services in a quality fashion and within the project schedule. Therefore, Vendors are encouraged to provide detailed information, examples, etc. in providing the requested information.

A minimum of three (3) references must be provided with sufficiently detailed contact information for the Department to discuss the

performance of the Vendor and its assigned staff with the named entity and person(s).

#### 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, Office of Disease Prevention & Health Promotion (ODPHP). The reference number for the transaction is RFP #23-0904002-024. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

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

RFP Publication: May 17, 2023

Responses to Offeror Questions: May 24, 2023

Proposal Submission: 11:59 PM CT June 2, 2023

Proposal Revisions (if required): June 9, 2023

Anticipated Award Decision/Contract Negotiation: June 23, 2023

#### 1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Health, ODPHP by the date and time indicated in the Schedule of Activities.

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

One original hard copy and an electronic copy of the proposal, including Cost Proposal, must be completed and received by the SD DOH, ODPHP by the date and time indicated in the Schedule of Activities. The proposal shall be continuously page numbered and have an index and/or a table of contents referencing the appropriate page number.

One original hard copy of the proposal and cost proposal must be submitted by mail (USPS or other mail carrier). The cost proposal must be in a separate sealed envelope and labeled "Sealed Cost Proposal". The sealed envelope must be marked with the appropriate RFP Number and Title. Proposals must be post marked by Proposal Submission date as referenced in the Schedule of Activities.

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 #23-0904002-024

PROPOSAL DUE JUNE 2, 2023

STATE POC BRETT OAKLAND, IMMUNIZATION REGISTRY COORDINATOR

SOUTH DAKOTA DEPARTMENT OF HEALTH

4101 WEST 38TH STREET SUITE 102

SIOUX FALLS SD 57106

One electronic copy of the proposal and cost proposal must be electronically downloaded to a secure location provided by the Vendor where the State can access the Vendor's proposal. This secure location can be a SFTP site, an encrypted FTP site or a webpage using SSL if files are only downloaded, and nothing has to be uploaded. Cost reports included in proposals must be uploaded as a separate document. Vendors shall reference their secure web location in the paper copy of their proposal and/or email the location to the Buyer Point of Contact listed on page one of this document. Due to security concerns, the State will not accept electronic proposals on portable media.

No proposal shall be accepted from, nor will any contract or purchase order 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.

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#### Terms and Conditions

##### ESM Sourcing Terms

None

##### General Terms and Conditions

None

##### Event Specific Terms and Conditions

See attached RFP Document and attachments.