

Entity Name: South Dakota State Government

Event Number: 8873

Event ID: 23RFP8873

Event Name: Guardianship Program Electronic Records/Case Management System

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 07/21/2023 05:00 PM Central Time

Q&A Cutoff Date: 06/07/2023 10:21 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 918-44 E-Mail Archiving and Records Management Consulting; 958-82 Records Management Services (Including Document Management Services which also includes Technology Integration)

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 - 23RFP8873

"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)

The Department of Human Service's (DHS) Guardianship Program is issuing this request for proposal (RFP) to solicit bids from experienced entities for an electronic records/case management system to be HIPAA-compliant in housing necessary information, automate tasks and processes, reduce duplication, increase efficiency, manage incoming and historical data, utilize reporting functions, act as the secure database for authorized users, allow permission-based access, and be user friendly. The proposal must include on-going maintenance and support.

Offerors may propose off-the-shelf solutions and/or a system built specifically for the Department's Guardianship Program.

Offerors shall include options for data migration.

The Department would like the new system implemented and fully functional by the end of calendar year 2023.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Human Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Human Services. The reference number for the transaction is RFP #23IFB8873. 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: June 7, 2023

Questions to the Department Due: 5pm central time June 23, 2023

Responses to Offeror Questions: June 30, 2023

Proposal Submission: 5pm central July 21, 2023

Oral Presentations/discussions (if required) : TBD

Proposal Revisions (if required): TBD

Anticipated Award Decision/Contract Negotiation: August 18, 2023

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the Department of Human Services 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 three (3) identical hardcopies and one (1) electronic copy 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 # 23IFB8873
PROPOSAL DUE 5pm central time July 21, 2023 STATE POC Jenna Howell
Department of Human Services Hillsview Plaza
3800 E Hwy 34
c/o 500 E. Capitol
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