

Entity Name: South Dakota State Government
Event Number: 8904
Event ID: 23RFP8904
Event Name: Contract Lifecycle Management System
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 07/28/2023 05:00 PM Central Time
Q&A Cutoff Date: 06/21/2023 3:01 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 208-11 Application Software, Microcomputer
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 - 23RFP8904

"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 Services is issuing this request for proposal (RFP) to solicit bids from experienced entities in providing contract lifecycle management software. The proposal must include on-going maintenance and support of the software system.

The Department executes and administers approximately 900 contracts per year. The Department desires a software program that will centralize all functions related to the contract process, including drafting, approval, monitoring, tracking, editing, amending, and auditing.

The Department would like the new system implemented and functional by the end of calendar year 2023, and is open to a phased-in approach for some features. The Department also requests options within the proposal relating to data migration of existing contracts.

The Department will require a minimum of 50 user accounts, with at least 5 admin accounts and the remainder being drafting or approval accounts.

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# 23RFP8904. 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 21, 2023

Questions to the Department Due: June 29, 2023, 5pm central

Responses to Offeror Questions: July 11, 2023

Proposal Submission: July 28, 2023, 5pm central

Oral Presentations/discussions (if required): TBD

Proposal Revisions (if required): TBD

BIT Technical Review: July / August 2023

Anticipated Award Decision/Contract Negotiation: August 31, 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 seven (7) 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 # 23RFP8904
PROPOSAL DUE 5pm central time July 28, 2023
STATE POC Benjamin Eirikson
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.