

Entity Name: South Dakota State Government

Event Number: 8908

Event ID: 23RFP8908

Event Name: Transportation for Individuals Served by SD Child Protection Services

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 08/18/2023 05:00 PM Central Time

Q&A Cutoff Date: 06/26/2023 4:01 PM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 952-94 Transportation Services For the Elderly, Handicapped, Incapacitated, Prisoners, Juries, 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 - 23RFP8908

"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)

Transportation services for individuals (children, adolescents, and adults) involved with the Division of Child Protection Services. The transportation will include transportation services in the Sioux Falls metro and transportation to and from Sioux Falls for individuals who reside in other South Dakota communities. The transportation will include to and from school, appointments, visitations, etc. The reimbursement rate per mile is capped at 51 cents per mile. Administrative costs may include scheduling services, maintenance, vehicle depreciation, etc. Transportation services will be available from 7AM to 8PM which does not include the time for the driver to return or depart from their home station. Transportation services will be available 7 days a week.

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 Services. 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 July 14th, 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 RFP8908. Be sure to reference the RFP number in any attached letter or document.

Be sure to reference the RFP number in your letter.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication June 26, 2023

Letter of Intent to Respond Due (optional) July 14, 2023

Deadline for Submission of Written Inquiries July 14, 2023

Responses to Offeror Questions July 31, 2023

Request for SFTP folder August 7, 2023

Proposal Submission August 18, 2023 by 5:00pm Central Time

Proposal Revisions (if required) September 15, 2023

Anticipated Award Decision/Contract Negotiation September 29, 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 the date and time indicated in the Schedule of Activities by emailing Kirsten Smart at the email indicated on page one.

The subject line should be "RFP8908 SFTP request". The email should contain the name and the email of the person who will be responsible for uploading 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.