

Entity Name: South Dakota State Government

Event Number: 8921

Event ID: 06302023

Event Name: Gift Card Management System for SDBOR

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 07/28/2023 02:00 PM Central Time

Q&A Cutoff Date: 06/28/2023 9:26 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 037-43 Gifts (Incl. Gift Certificates); 037-23 Cards, Greeting and Gift (Including Recycled Types)

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 - 06302023

"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 Purpose of this RFP is to solicit proposals for a Gift Card Management System for all six SDBOR institutions and two special schools.

Currently gift cards are purchased through various means and distributed to recipients manually or electronically. The intent is to implement a system that efficiently manages the purchase and distribution process while providing security and controls.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The SDBOR is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is RFP #06302023. 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 28, 2023

Receipt of Offeror questions regarding the RFP: July 12, 2023

Responses to Offeror Questions: July 17, 2023

Proposal Submission: July 28, 2023 (2:00 PM CT)

Presentations/discussions (if required): August 1-15, 2023

Proposal Revisions (if required): August 18, 2023

Anticipated Award Decision/Contract Negotiation: August 31, 2023

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received at darby.ganschow@usd.edu by the date and time indicated in the Schedule of Activities.

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

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 proposal must be emailed to darby.ganschow@usd.edu and marked with the appropriate RFP Number and Title.

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.