

Entity Name: South Dakota State Government
Event Number: 8935
Event ID: 23RFP8935
Event Name: Temporary Staffing Assistance
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 09/01/2023 05:00 PM Central Time
Q&A Cutoff Date: 07/27/2023 11:01 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 918-85 Personnel/Employment Consulting (Human Resources)
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 - 23RFP8935

"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 along with exhibit documents and follow submittal instructions.

1. General Information

1.1 Purpose of this Request for Proposal ("RFP")

The South Dakota Department of Education's Division of History, Archaeological Research Center ("State") seeks a qualified vendor to provide professional services on behalf of the State of South Dakota ("Consultant") for the purpose of providing temporary staffing and payroll services for recruited positions as further specified in Section 2 below.

The Consultant will review all requirements of the RFP and provide a proposal by the deadline listed below. The Consultant will also provide supporting documentation on qualifications and experience to the State.

1.2 Schedule of Activities

RFP Publication: July 28, 2023

Deadline for Submission of Written Inquiries: August 11, 2023 by 5:00 PM CT

Responses to Consultant Questions : August 18, 2023

Proposal Submission Deadline: September 1, 2023 by 5:00 PM CT

Oral proposals/discussions (if required): September 2023

Anticipated Award /Contract Negotiation: October 2023

Contract Start Date: November 19, 2023

1.3 Proposal Submission

All proposals must be completed and received 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 two (2) copies of the proposal shall be submitted. In addition, the Consultant shall provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format. Consultants shall enclose the electronic copy with their mailed response and may not send the electronically copy of their proposal via email.

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 must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. Proposals must be addressed and labeled as follows:

REQUEST FOR PROPOSAL #23RFP8935
BUYER ROCHELLE KENZY
DEPARTMENT OF EDUCATION
800 GOVERNORS DRIVE
PIERRE SD 57501-3182

Proposals may be modified or withdrawn by the Consultant prior to the established due date and time. No oral, telephonic, telegraphic or facsimile responses or modifications to proposals will be considered.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

Please see attached RFP document and Exhibit documents.