

**Entity Name:** South Dakota State Government  
**Event Number:** 9213  
**Event ID:** 23RFP24-0904006-009  
**Event Name:** Cancer Screening Outreach Coordinator.  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 11/08/2023 05:00 PM Central Time  
**Q&A Cutoff Date:** 10/10/2023 11:06 AM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 948-07 Administration Services, Health  
**Allow Supplier Terms and Conditions:** No  
**Public Responses:** No  
**Display Awardee:** Display  
**Posting Board Status:** Published  
**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - 23RFP24-0904006-009**

"Response to Offeror 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 South Dakota Department of Health (SDDOH), Office of Disease Prevention and Health Promotion is seeking proposals from qualified agencies to provide a full time Cancer Program Outreach Coordinator. This position will work closely with South Dakota's Breast and Cervical Cancer Early Detection Program and Colorectal Cancer Program to provide services that are consistent with the programs' goals, which reflect evidence-based approaches and are recommended by the Centers for Disease Control and Prevention (CDC).

**1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The South Dakota Department of Health is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, South Dakota Department of Health, Office of Disease Prevention and Health Promotion. The reference number for the transaction is RFP #24-0904006-009. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**1.3 LETTER OF INTENT**

All interested offerors must submit a Letter of Intent to respond to this RFP.

The letter of intent should be received in the South Dakota Department of Health, Office of Disease Prevention and Health Promotion by no later than October 18th, 2023 at 5:00 pm CT.

The Letter of Intent may be submitted to Sarah Quail via email at Sarah.Quail@state.sd.us. Please place the following in the subject line of your email: "Letter of Intent for RFP 24-0904006-009".

**1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication: October 10, 2023  
Letter of Intent to Respond Due: October 18, 2023  
Deadline for Submission of Written Inquiries: October 20, 2023  
Responses to Offeror Questions: October 27, 2023  
Proposal Submission: November 8, 2023  
Anticipated Award Decision/Contract Negotiation: January 2, 2024

**1.5 SUBMITTING YOUR PROPOSAL**

An electronic copy of the proposal (to include Cost Proposal) must be completed and received by the South Dakota Department of Health, Office of Disease Prevention and Health Promotion by the date and time indicated in the Schedule of Activities. The proposal shall be page numbered and have an index and/or table of contents referencing the appropriate page number.

One original hard copy of the proposal and cost proposal must be submitted by mail (USPS or other mail carrier). The cost proposal must be in a separate sealed envelope and labeled "Sealed Cost Proposal". The sealed envelope must be marked with the appropriate RFP Number and Title. Proposals must be post marked by Proposal Submission date as referenced in the Schedule of Activities.

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 #24-0904006-009  
PROPOSAL DUE NOVEMBER 8, 2023 AT 5:00 PM CT  
STATE POC SARAH QUAIL, CANCER PROGRAMS DIRECTOR  
OFFICE OF DISEASE PREVENTION AND HEALTH PROMOTION  
4101 W. 38TH STREET  
SIOUX FALLS, SD 57106

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.

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## Terms and Conditions

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### ESM Sourcing Terms

None

### General Terms and Conditions

None

### Event Specific Terms and Conditions

See attached RFP Document.