

Entity Name: South Dakota State Government

Event Number: 9232

Event ID: 23RFP24-0921100-011

Event Name: Executive Secretary for the SD Board of Massage Therapy

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 11/13/2023 05:00 PM Central Time

Q&A Cutoff Date: 10/13/2023 11:26 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 918-85 Personnel/Employment Consulting (Human Resources); 961-02 Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, 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 - 23RFP9232

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 an entity to serve as Executive Secretary for the South Dakota Board of Massage Therapy. The Executive Secretary will direct and administer the licensing activities of the Board under state and federal guidelines by interpreting laws and administrative rules, granting licenses, and investigating complaints to ensure compliance with statutory requirements and authority in order to protect public safety.

The successful vendor should have knowledge of applicable laws and administrative rules pertaining to the practice of massage therapy, investigative methods, and legal hearings. The successful vendor must have the ability to establish and maintain an effective working relationship with the public, Board members, Department of Health, licensees, and applicants. The successful vendor must be able to keep accurate records and prepare reports as directed by the Board and the Department of Health.

There are currently 923 actively licensed massage therapists who renew their licensed annually. In addition, the Board of Massage Therapy processes approximately 100 applications each year. The Board operates in accordance with South Dakota Codified Law (SDCL) 36-35 and Administrative Rules of South Dakota (ARSD) 20:76.

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 Board of Massage Therapy. The reference number for the transaction is RFP #24-0921100-011. 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 by no later than October 20, 2023. If submitting by mail use the following address:

South Dakota Department of Health
ATTN: Mariah Pokorny
221 W Capitol Ave
Pierre, SD 57501

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Mariah Pokorny via email at mariah.pokorny@state.sd.us. Please place the following in the subject line of your email: "Letter of Intent" for RFP 24-0921100-011".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication: October 13th, 2023

Letter of Intent to Respond Due: October 20th, 2023 5pm CDT

Offeror Questions Due: October 27th, 2023
Responses to Offeror Questions: November 3, 2023
Proposal Submission: November 13th, 2023 5pm CDT
Anticipated Award Decision/Contract Negotiation: December 1st, 2023

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Health 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) identical copies 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 #24-0921100-011
PROPOSAL DUE November 13th, 2023
STATE POC Mariah Pokorny
South Dakota Department of Health
221 W. Capitol Ave
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