

Entity Name: South Dakota State Government
Event Number: 9328
Event ID: 23RFP9328
Event Name: ERP Independent Verification and Validation (IV&V)
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 01/15/2024 05:00 PM Central Time
Q&A Cutoff Date: 12/04/2023 12:26 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 209-38 Database Software
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 - 23RFP9328

Addendum #1: Due date is January 8, 2024, 5:00 p.m. C.S.T.

Addendum #2: Due date is January 15, 2024, 5:00 PM CST

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to solicit proposals from qualified professional advisory firms to provide independent verification and validation (IV&V) services related to the implementation of a new organization-wide Enterprise Resource Planning (ERP) system for the State of South Dakota (State). The chosen contractor will aid the State and its partners in minimizing risk associated with the implementation of the ERP system by providing actionable recommendations seeking to improve project health and compliance as specified herein, together with such other related functions and duties as directed by the State.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The Bureau of Finance and Management (BFM) is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota. The reference number for this transaction is RFP# 23RFP9328. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

LETTER OF INTENT

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

The Letter of Intent must be received by BFM no later than December 15, 2023, at 5:00PM CST. The Letter of Intent may be submitted to Jason Lutz via email at ERP@state.sd.us. Please place the following in the subject line of your email: **“Letter of Intent for RFP# 23RFP9328”**.

SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication: December 4, 2023

Letter of Intent Response Due (5:00PM CST): December 15, 2023

Deadline for Submission of Written Inquiries (5:00PM CST): December 20, 2023

Responses to Offeror Questions (5:00PM CST): December 29, 2023

Proposal Submission (5:00PM CST): January 8, 2024

Demonstrations and Presentations (if required): Weeks of January 15th and 22nd, 2024

Anticipated Award Decision/Contract Negotiation: Week of January 29th, 2024

SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by BFM by the date and time indicated in the schedule of activities.

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

Each offeror must provide BFM an electronic version of the proposal. The electronic version should be provided in MS WORD or in PDF format to ERP@state.sd.us. The email, including attachments, must be limited to 20MB in size. If multiple email messages are necessary in order to meet the attachment size limitation, the file name and the subject of the email message must be "(Your Name) – RFP #23RFP9328 Proposal – x of y", where "x" represents the number of the component out of a total of "y" total components of the proposal (e.g., if a total of 3 components submitted as attachments to 3 messages: 1 of 3, 2 of 3, and 3 of 3).

All proposals must be signed, in ink, 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. The first page of the RFP must accompany the proposal submission, completed, and signed.

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.

OFFEROR INQUIRIES

All written questions should be sent to: ERP@state.sd.us. Only questions submitted via email will be accepted.

Each offeror may submit questions via email concerning this RFP to obtain clarification of requirements. No questions will be accepted after the date and time indicated in the above schedule of activities. Email questions to the email address listed above with the subject line "RFP# 23RFP9328". The questions and their answers will be sent to all offerors that submitted Letters of Intent, submitted questions, or requested the questions and answers via email before the proposal submittal date and will be sent by the date and time indicated in the above calendar of events. Offeror may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP that have not originated from the State's RFP contact. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

Please refer to the RFP document for terms and conditions.