

Entity Name: South Dakota State Government

Event Number: 9354

Event ID: 23RFP-SDSU11292023

Event Name: SDSU Grants & Contracts Admin 2024 NICRA Rate Proposal Consultant Serv

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 01/02/2024 02:00 PM Central Time

Q&A Cutoff Date: 11/29/2023 10:47 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 909-03 Administration of Contracts: Summary of Work, Quality Control, Project Closeout, 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 - 23RFP-SDSU11292023

"Response to Offeror Questions" document, Attachment A and Attachment B are 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 Request for Proposal (RFP) is to enable South Dakota State University (herein referred as SDSU) to enter into an agreement with a vendor to assist the University in the development, submission, and negotiation of its Facilities & Administration (F&A) Rate Proposal, which is due to the Department of Health and Human Services by December 2024.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The SDSU Purchasing Office is the issuing office for this document and all subsequent addenda relating to it, on behalf of South Dakota State University, Office of Grants and Contracts Administration. The reference number for the transaction is RFP #SDSU11292023. 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: November 29, 2023

Offeror Questions Due: December 8, 2023 by Noon CST

Responses to Offeror Questions: December 13, 2023 by 5:00pm CST

Proposal Submission: January 2, 2024 by 2:00pm CST

Anticipated Award Decision/Contract Negotiation: January 9, 2024

1.4 SUBMITTING YOUR PROPOSAL

All proposals, and any required files, must be completed and received in the SDSU Purchasing Office via email to Karen Bravek, SDSU Purchasing Manager at Karen.Bravek@sdstate.edu by the date and time indicated in the Schedule of Activities. Proposals received after the deadline will be late and ineligible for consideration. The proposal submission email MUST have a subject line that indicates the appropriate RFP Number and Open Date.

Example:

REQUEST FOR PROPOSAL #SDSU11292023 Opening 01-02-2024

This information is the ONLY information that should appear in the Subject Line of your email. Any other information could cause your bid to be rejected.

All proposals must be signed by an officer of the responder, legally authorized to bind the responder to the proposal. Proposals that are not properly signed may be rejected.

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 SDSU/State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by SDSU or 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