

Entity Name: South Dakota State Government

Event Number: 9372

Event ID: 23RFP24-0904004-003

Event Name: Maternal Mortality Review Abstractor

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 01/17/2024 05:00 PM Central Time

Q&A Cutoff Date: 12/01/2023 11:33 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 948-82 Research and Science Services, Medical; 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

Section #: Name:

1 Section 1 - 23RFP24-0904004-003

Addendum #1: The language under Section 1.12 regarding the length of the contract has been changed.

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. GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Health, Office of Child and Family Services (OCFS) is seeking proposals from qualified organizations to provide an Abstractor for the Maternal Mortality Review Committee (MMRC). This position will review information obtained from death certificates, birth certificates, fetal death certificates, medical and hospitalization records, autopsies, social service records, news, police records, and other sources, with the goal of abstracting any relevant data surrounding the death of a woman while pregnant, during delivery, of up to a year after giving birth. The abstractor will work closely with the Maternal and Child Health Epidemiologist (MCH Epi) and with other members of the MMRC.

It is also part of the abstractor's responsibilities: a) to contact hospitals and arrange access to medical records for assigned cases, b) to fill out appropriate abstraction forms providing additional information on each case based on clinical documentation in the records, c) to write a case narrative, d) to participate in the efforts for data quality improvement related to such deaths. While most records are found at area hospitals, the abstractor may be required to gather information from other types of facilities.

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, Office of Child and Family Services. The reference number for the transaction is RFP #24-0904004-003. 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: 12/01/2023

Deadline for submission of written inquiries: 12/18/2023

Responses to Vendor Questions: 01/05/2024

Proposal Submission: 01/17/2024 5:00pm CST

Anticipated Award Decision/Contract Negotiation: 03/01/2024

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Health, Office of Child and Family Services by the date and time indicated in the Schedule of Activities.

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

One original paper proposal and one identical electronic copy of the proposal shall be submitted. The electronic proposal should be submitted to Fabricia Latterell, MCH Epi, at fabricia.latterell@state.sd.us

The cost proposal must be in a separate sealed envelope and labeled "Cost Proposal – RFP #24-0904004-003".

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 #24-0904004-003
PROPOSAL SUBMISSION DUE 01/17/2024
FABRICIA LATTERELL, MATERNAL & CHILD HEALTH EPIDEMIOLOGIST
SOUTH DAKOTA DEPARTMENT OF HEALTH
402 N MAIN STREET, ABERDEEN, SD 57401

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