

**Entity Name:** South Dakota State Government  
**Event Number:** 9900  
**Event ID:** 24RFP9900  
**Event Name:** Collections Management System  
**Requested By:** Missy Schuetzle  
**Created By:** Missy Schuetzle  
**Due By Date:** 04/12/2024 05:00 PM Central Time  
**Q&A Cutoff Date:** 03/15/2024 10:44 AM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 946-33 Collection Services, Financial Debt  
**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 - 24RFP9900**

"Response to Offeror Questions" document attached.

Do not submit responses through ESM Sourcing; please submit your response as specified in the RFP document.

The Invitation Type for this RFP, designated as "Invitation Only," indicates that vendors who have chosen the applicable NIGP codes for the requested services will receive an autogenerated system email notification. The Invitation Only designation does not impose exclusivity or restrictions on access; it does not limit who can respond. Also, the RFP document is accessible to all interested parties for download via the Central Bid Exchange on OPM's website: <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>.

All vendors are encouraged to download the RFP and submit their proposals following the instructions outlined in the RFP document.

1. General Information

1.1 Purpose of this Request for Proposal ("RFP")

The South Dakota Department of Education's Division of History ("State") seeks a qualified vendor to provide professional services on behalf of the State of South Dakota ("Consultant") for the purpose of artifact organization within the Museum of the South Dakota State Historical Society as further specified in Section 2 below.

The Consultant will review all requirements of the RFP and provide a proposal by the deadline listed below. The Consultant will also provide supporting documentation on qualifications and experience to the State.

1.2 Letter of Intent

All interested Consultants may submit a Letter of Intent to respond to this RFP.

The Letter of Intent must be received by the State no later than March 22, 2024 at 5:00 PM CT. The State will receive letters of intent by email. The Letter of Intent must be submitted to Rochelle Kenzy via email at [Rochelle.Kenzy@state.sd.us](mailto:Rochelle.Kenzy@state.sd.us). Please place the following in the subject line of your email: "Letter of Intent for RFP 24RFP9900".

1.3 Schedule of Activities

**RFP Publication March 15, 2024**

**Letter of Intent to Respond Due March 22, 2024**

**Deadline for Submission of Written Inquiries March 29, 2024 by 5:00 PM CT**

**Responses to Consultant Questions April 5, 2024**

**Proposal Submission Deadline April 12 by 5:00 PM CT**

**Oral proposals/discussions (if required) April/May 2024**

**Anticipated Award /Contract Negotiation May 2024**

**Contract Start Date June 1, 2024**

1.4 Proposal Submission

All proposals must be completed and received 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) copies of the proposal shall be submitted. In addition, the Consultant shall provide one (1) copy of their entire proposal, including

all attachments, in Microsoft Word or PDF electronic format. Consultants shall enclose the electronic copy with their mailed response and may not send the electronically copy of their proposal via email.

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 must be marked with the appropriate RFP

Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. Proposals must be addressed and labeled as follows:

**REQUEST FOR PROPOSAL #24RFP9900**  
**BUYER ROCHELLE KENZY**  
**DEPARTMENT OF EDUCATION**  
**800 GOVERNORS DRIVE**  
**PIERRE SD 57501-2235**

Proposals may be modified or withdrawn by the Consultant prior to the established due date and time. No oral, telephonic, telegraphic or facsimile responses or modifications to proposals will be considered.

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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 Documents