

Entity Name: South Dakota State Government
Event Number: 9964
Event ID: 24RFP9964
Event Name: Management Services
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 02/21/2024 05:00 PM Central Time
Q&A Cutoff Date: 02/07/2024 9:36 AM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 209-11 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.; 208-10 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, 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 - 24RFP9964

"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.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Provide bookkeeping services for the operators of the Department of Human Services (DHS), Division of Service to the Blind and Visually Impaired (SBVI), Business Enterprise Program (BEP) services to include:

Basic Bookkeeping Services:

- Receive information and check registers on or before the 10th of each month for the previous month's expenditures.
- Compilation of information into a monthly income and expense statement.
- Calculation of the BEP set-aside assessment each month.
- Completion of a bank statement reconciliation and proof of cash.
- Submit the income and expense statement to the BEP Vendors and the SD Department of Human Services by the 25th of each month.
- Calculation of the sales tax liability.
- Technical assistance/phone support to the BEP Vendors in the form of assisting them in understanding the various forms that may be used. Assistance will also be provided with any general business bookkeeping questions. (Note: a toll-free number will be provided to each operator.)

Payroll Processing and Payroll Reporting Services:

- Compilation and calculation of payroll information necessary to complete the 8109 Monthly Payroll Coupons by the required due date.
- Completion of the Form 941 Employers Quarterly Federal Tax Return by the required due dates:
 - o March 31st quarter-end due by April 30th.
 - o June 30th quarter-end due by July 31st.
 - o September 30th quarter-end due by October 31st; and
 - o December 31st quarter-end due by January 31st.
- Completion of the Form 940 Annual Federal Unemployment (FUTA) Tax Return by the required due dates. The form is due the first week of February each year.
- Completion of the W-2 Wage and Tax Statements and the W-3 Transmittal of Wage and Tax Statements Annual forms by the required due dates. The forms are due by the end of February each year.

- Completion of the State of SD Employer's Quarterly Unemployment Forms by the required due dates:
 - o March 31st quarter-end due/postmarked by April 30th.
 - o June 30th quarter-end due/postmarked by July 31st.
 - o September 30th quarter-end due/postmarked by October 31st; and
 - o December 31st quarter-end due/postmarked by January 31st.

Work with the SBVI, and the BEP on potentially streamlining current forms and processes of the operators for the bookkeeping functions and provide materials and training to the operators on those changes.

Check writing services (in the event a BEP vendor would request or require these services).

Receipt of invoices and billing statements from BEP operators no more frequently than on a weekly basis.

Any invoices or billing statements received within a calendar week will have checks written for and sent back to the BEP operator within the following calendar week.

Completion of the monthly sales tax forms on or before the 20th of each month.

All deposits are to be made by the BEP operators.

Upon request by the DHS, SBVI, or the BEP and/or expiration or termination of this agreement, all records, reports, and data files will be provided to the DHS/SBVI BEP.

Submit monthly invoice/bill for services provided within 30 days after month-end to receive payment for completed services.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Service to the Blind & Visually Impaired is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Human Services. The reference number for the transaction is RFP #24RFP9964. 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 2/7/2024

Proposal Submission 2/21/2024

Anticipated Award Decision/Contract Negotiation 2/28/2024

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the Department of Human Services 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 3 identical copies of the proposal shall be submitted to:

Department of Human Services, Division of SBVI

C/O 500 East Capitol

3800 East Highway 34

Pierre, SD 57501

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 #24RFP9964

PROPOSAL DUE 2/21/2024

STATE POC Raymond Tracy

Department of Human Services, Division of SBVI

C/O 500 East Capitol

3800 East Highway 34

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.