**Response to Questions**

**Event ID 24RFP9964**

1. **What is the estimated budget limit or budget range for this project?**

There is an estimated budget of $15,000 annually for a three-year contract.

1. **Please confirm the due date for questions from bidders.**

The due date for questions was February 21, 2024.

1. **Please confirm the recipient(s) we should send our RFP response to.**

Please send responses to Raymond.tracy@state.sd.us

1. **Is Google Drive an acceptable method of submitting electronic proposals for submission?**

If DHS has an established working relationship with an entity, Google Drive can be accepted as a trusted method to submit proposals for this RFP.

1. **Would the State please share their source of funding?**

DHS anticipates using the existing budget which includes program income from vendor payments and interstate vending revenues.

1. **How many AP & AR transactions are processed monthly?**

Our office coordinates paid leave, retirement, and commissions. We report that information and other income-based information to the accountant for three vendors. Depending upon the vendor, writing checks on their behalf may be necessary. The accountant would submit basic bookkeeping, state taxation, and federal employee information on behalf of the vendor. Our office is billed monthly for the basic bookkeeping and check-writing services.

1. **How many employees do you have for payroll?**

We have **three vendors** who submit monthly paperwork to the accountant. They are not employees of the State of South Dakota. They will hire their employees and submit timesheets to the accountant. Number of employees ranges from 0 to 2 per vendor.

1. **What software is currently being used?**

There are currently no software requirements. A successful bidder would be asked to use the software they prefer. Each month, blind vendors will send information, and the accountant will prepare a profit loss statement, assess set aside payments, and provide a balance sheet. We use primarily Microsoft Office products and Adobe.

1. The annual cap is $15k, can this price increase over the 3-year contract?

An increase could be negotiated based on workload and if additional vendors joined the program. Currently $15,000 annually exceeds actual costs.