

**Entity Name:** South Dakota State Government

**Event Number:** 9997

**Event ID:** 24RFP9997

**Event Name:** Replacement and Update to our SD Checkoff Website and Database

**Requested By:** Missy Schuetzle

**Created By:** Missy Schuetzle

**Due By Date:** 01/21/2025 05:00 PM Central Time

**Q&A Cutoff Date:** 11/05/2024 3:26 PM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 209-38 Database Software; 208-37 Database Software; 206-87 Servers, Mini/Mainframe Computer (Application, Database, File, Mail, Network, Web, etc.); 204-91 Servers, Microcomputer (Application, Database, File, Mail, Network, Web, etc)

**Allow Supplier Terms and Conditions:** No

**Public Responses:** No

**Display Awardee:** Display

**Posting Board Status:** Expired

**Event Status:** Event Under Review

**Section #: Name:**

**1 Section 1 - 24RFP9997**

Addendum #3: The due date has been extended until January 21, 2025.

"Response to Offeror Questions" document attached.

Addendum #2: The due date as been updated as well as dates under Section 1.4 and 1.5.7.

Addendum #1: The contract dates under Section 1.15 have been updated.

BIT Attachment 1 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)

The Department of Agriculture and Natural Resources is requesting that the current database and website used for checkoff return processing (AG89) be rebuilt on a new platform. The current system has reached the end its useful of life.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Agriculture and Natural Resources is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Agriculture and Natural Resources. The reference number for the transaction is RFP #24RFP9997. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

Any potential contract(s) resulting from this RFP shall be between the respective State Agency or institution and the successful Offeror(s) hereafter referred to as the "Contractor" for the provision of Services according to the terms set forth therein. The State Agency or institution shall serve as the representative responsible for administration of the contract and referred to herein as the "State Contract Administrator" and will be responsible for reviewing contract compliance.

1.3 DEFINITIONS USED IN THIS RFP

The following definitions are used in this RFP:

Offeror – a company who has submitted a proposal in response to this RFP.

Contractor – An Offeror that has been awarded a contract as a result of this RFP.

State - State of South Dakota, Department of Agriculture and Natural Resources.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication November 5, 2024

Deadline for Submission of Written Inquiries November 21, 2024

Responses to offeror Questions December 5, 2024

Proposal Submission December 20, 2024

Discussions January 5, 2025

Anticipated Award Decision/Contract Negotiation January 31, 2025

#### 1.5 PREPARING AND SUBMITTING YOUR PROPOSAL

1.5.1 All proposals must be completed and received in the Department of Agriculture and Natural Resources by the date and time indicated in the Schedule of Activities.

1.5.2 Elaborate proposals (e.g., expensive artwork) beyond that sufficient to present a complete and effective presentation are not necessary or desired.

#### 1.5.3 Incurring Costs

The State is not liable for any cost incurred by Offerors in replying to this RFP.

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

1.5.5 Offerors may not send the electronically formatted copy of their proposal via email. Offerors will mail two printed copies of their proposal, along with one electronic copy, including all attachments, in both Microsoft Word and PDF electronic formats.

1.5.6 The cover sheet of the proposal must be signed, in ink, by an officer of the Offeror, legally authorized to bind the Offeror to the proposal, and sealed in the form intended by the Offeror. Proposals that are not properly signed may be rejected. The cover sheet must be printed and submitted with the proposal. 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.

1.5.7 Proposals must be addressed and labeled as follows:

**REQUEST FOR PROPOSAL # 24RFP9997  
PROPOSAL DUE DECEMBER 20TH, 2024  
DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES  
ATTENTION: BRIAN WALSH, DEPUTY SECRETARY  
523 E. CAPITAL AVENUE  
PIERRE, SD 57501**

1.5.8 All capital letters and no punctuation are used in the address. The Department of Agriculture And Natural Resources address as displayed should be the only information in the address field.

1.5.9 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 document