

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

Psychologist Board of Examiners Administration
PROPOSALS ARE DUE NO LATER THAN September 27th, 2017 5 PM MDT

RFP #1055

BUYER: South Dakota
Department of Social
Services

POC:
proflic@rushmore.com

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

FEDERAL TAX ID#: _____ E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Provision of administrative services for the South Dakota Psychologists Board of Examiners. Administrative services encompass all aspects of licensure including credentialing, continuing education, disciplinary actions, licensure revocation and acting as a consultant.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Board of Psychologists is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Social Services. The reference number for the transaction is RFP #1055. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/keyresources/rfp.aspx> for the RFP, any related questions/answers, changes to schedule of activities, amendments, etc.

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	<u>August 30, 2017</u>
Deadline for Submission of Written Inquiries	<u>September 6, 2017</u>
Responses to Offeror Questions	<u>September 13, 2017</u>
Proposal Submission	<u>September 27, 2017</u>
Anticipated Award Decision/Contract Negotiation	<u>October 11, 2017</u>

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Social 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, signed RFP, three (3) copies of the signed and submitted original, and one (1) digital copy in a Portable Document Format (PDF) copy loaded on a USB flash drive of the proposal, all attachments, and the cost proposal(s) must be submitted.

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 #1055 Proposal Due September 27, 2017
Psychologists Board of Examiners
Attention: Dr. J. Buchkoski
810 N. Main St. Suite #298
Spearfish, SD 57783

No punctuation is used in the address. The above address as displayed should be the only information in the address field.

No proposal may be accepted from, or any contract or purchase order 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.

1.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.6 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.7 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.8 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after September 6, 2017. Email inquiries must be sent to proflic@rushmore.com with the following wording, exactly as written, in the subject line: **RFP #1055 Questions**.

The Department of Social Services (DSS) will respond to offerors' inquiries by posting offeror aggregated questions and Department responses on the DSS website at <http://dss.sd.gov/keyresources/rfp.aspx> no later than September 13, 2017. For expediency, DSS may combine similar questions. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.9 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.10 LENGTH OF CONTRACT

This Agreement shall be effective as of June 1, 2017 and shall end on May 31, 2018. 1-year contract with the option of two 1-year extensions.

1.11 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in Hughes County, State of South Dakota. The laws of South Dakota shall govern this transaction.

1.12 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 STANDARD AGREEMENT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions per Attached Consultant Contract.

3.0 SCOPE OF WORK

Please provide a detailed response and demonstrate how the offeror meets the following requirements:

- 3.1** Provide staff structure to process all aspects of the licensure process, including issuing license, renewal and any actions against the license according to South Dakota law and Board policy.
- 3.2** Maintain an office that responds efficiently and professionally to questions from the public and applicants seeking licensure or certification.
- 3.3** Assist credentialing agencies with application screenings and eligibility determinations.
- 3.4** Maintain database, files and appropriate documentation for all licensees.
- 3.5** Serve as liaison between Attorney General's office and Complaints Officer on all complaints received.
- 3.6** Maintain office hours sufficient to permit normal public access and create correspondence in response to requests received by mail, telephone or email.
- 3.7** Provide proper administration and oversight of financial records and prepare an annual operating budget for the board.
- 3.8** Provide administration services related to continuing education units.

- 3.9 Coordinate and schedule Board meetings, arrange Board information packets, record meeting minutes and provide general support to Bboard activities.
- 3.10 Assist legal counsel in drafting law and rule changes by Board request to be submitted for review by the State of South Dakota.
- 3.11 Maintain competency in licensure laws in order to ensure correct handling of licensees and advise the board regarding board functions and responsibilities.
- 3.12 Act as contact for insurance companies, national associations and other Psychology Boards.
- 3.13 Explain how the Offeror has professional licensing expertise in Human Services, national issues related to Psychology Work licensure, knowledge of South Dakota Psychological Association boards, American Psychological Association, Association of State and Provincial Psychologist Boards (ASPPB), statutory provisions, and South Dakota state Codified laws and rules and federal statutory provisions relevant to Psychologists.
- 3.14 Please describe how the Offeror's experience in licensing of behavioral health or health licensing administration effectively meet the business needs of the Department of Social Services, State of South Dakota, and the Board of Psychologists.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 4.1 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the point of contact of the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3 The offeror may be required to submit a copy of their most recent independently audited financial statements.
- 4.4 Provide the following information related to at least three previous and current service/contracts performed by the offeror's organization which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years:
 - a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
 - b. Dates of the service/contract; and
 - c. A brief, written description of the specific prior services performed and requirements thereof.
- 4.5 The offeror must submit information that demonstrates their availability and familiarity with the locale in which the project(s) are to be implemented.
- 4.6 The offeror must detail examples that document their ability and proven history in handling special project constraints.

4.7 Offeror must detail and outline their project management skills and experience, and how they anticipate these skills correlating to the requirements of the administrative services position.

4.8 If an offeror's proposal is not accepted by the Board, the proposal will not be reviewed or evaluated.

5.0 PROPOSAL RESPONSE FORMAT

5.1 An original, signed RFP document and three (3) copies shall be submitted.

5.1.1 In addition, the offeror must submit one (1) copy of their entire proposal, including all attachments and cost proposal(s), in PDF digital format loaded on a USB flash drive. Offerors may not send the electronically formatted copy of their proposal via email.

5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.

5.2 All proposals must be organized and tabbed with labels for the following headings:

5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.

5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:

5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.

5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP as detailed in Sections 3 and 4. The response should identify each requirement being addressed as enumerated in the RFP.

5.2.3.3 A clear description of any options or alternatives proposed.

5.2.4 **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

See section 7.0 for more information related to the cost proposal.

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria listed in order of importance:

6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;

- 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
 - 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
 - 6.1.3.1 Ability and proven history in providing executive, administrative, financial and government relations services.
 - 6.1.4 Availability to the project locale;
 - 6.1.5 Familiarity with the project locale;
 - 6.1.6 Proposed project management techniques; and
 - 6.1.6.1 Proven project management techniques and skills in the licensing of behavioral health or health licensing administration and familiarity with the profession of Psychology
 - 6.1.7 Ability and proven history in handling special project constraints.
- 6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3 The qualifications and experience of the offeror and personnel will be subjectively evaluated.
- 6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 **Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
 - 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

7.0 COST PROPOSAL

The cost proposal should encompass all services as specified in Section 3:

- 7.1 Offeror to submit cost proposal stating: cost for services performed per month, cost of rent per month and a total annual cost for services and rent combined. Offeror to submit a total for annual miscellaneous expenses as a separate item. Total contract amount not to exceed stated monthly services, rent and miscellaneous expenses. Travel expenses will be reimbursed at state rates; out-of-state travel requires preapproval.

Cost of services per month	
Cost of rent per month	
Total annual cost of services and rent combined	
Annual cost of miscellaneous expenses	
TOTAL CONTRACT AMOUNT	