

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

Title IV-E Consultant

Questions and Responses

PROPOSALS ARE DUE NO LATER THAN NOVEMBER 6th, 2025

RFP17658

BUYER:
Child Protection Services

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Q1: Section 5.2.3.2 on pg. 9 of RFP17658 states "A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP." Should we refer to the numbered list under 4.3 on pg. 8, the numbered list under 6.0 Proposal Evaluation and Award Process on pg.9, or the numbered list under 3.0 Scope of Work on pg. 7? This section states, "A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP." Is this referring to a point-by-point response to RFP Section 3 or the entire RFP?

A1: Each of those areas which require a response should be detailed by the associated numbered sections. When response items fall into multiple sections, they can be identified as such. The proposal should be numbered and orderly.

Q2: Can you provide an estimate of the current backlog of Title IV-E eligibility determinations?
How many pending files will the vendor be responsible for completing the initial determinations on?

A2: As of the date of this response, there are 143 pending initial determinations pending going back to July 2025.

Q3: Should the consultant address both the existing backlog and new (ongoing) eligibility determinations once the contract is executed?

A3: Yes.

Q4: How would you like the consultant to handle cases that fall within the federal review period in preparation for the April 2026 audit?
What does the State expect our role to be during the week of the Federal Title IV-E Review?
Will the vendor be involved in reviewing and/or assisting DSS in preparing the sample cases for the Federal Title IV-E Review? If so, please describe the level of involvement DSS anticipates for the vendor.

A4: The period under review is April 1st through Sept. 30th so the priority to complete initial determinations through Sept. 30th. There is an expectation for the consultant to assist in preparing in pulling files, reviewing files, and participating in federally-led

<i>preparatory meetings. The expectation is on-site presence and involvement during the review as needed.</i>
Q5: Is there a proposed or anticipated budget range for this engagement? What is the State's maximum budget for this project?
<i>A5: We are open to the budget proposed by possible vendors.</i>
Q6: In Section 6.1.4, what project information are you seeking for "contract administration"?
<i>A6: General information about contract administration (QA methods, planning, coordination, project management) is sought regarding related contract work historically.</i>
Q7: What is average number of children in SD DSS custody at any given time?
<i>A7: There were 1710 Children in Foster Care as of June 30, 2024.</i>
Q8: What is approximate number of children entering care each month?
<i>A8: The average in SFY24 was 89 children entering care per month.</i>
Q9: What percentage of children in care are Title IV-E eligible, inclusive of reimbursable and not reimbursable?
<i>A9: As of June 2024, there were 646 IV-E eligible children in care; 37.7%.</i>
Q10: As an individual business/sole owner and employee, can the requirements for Business Automobile Liability insurance and Worker's compensation insurance be waived as is currently done in current contract? My automobile is not used for business purposes, nor do I have any employees.
<i>A10: During contract negotiations we can explore this request.</i>
Q11: For travel costs incurred, is the expectation for reimbursement through the contract to follow South Dakota's travel regulations?
<i>A11: Yes, travel costs should be factored into the cost proposal, with the recommendation to follow state travel rates.</i> https://bfm.sd.gov/misc/TravelReimbursementRatesFY2025.pdf
Q12: What are some recommended SFTP compatible software products that can be used with South Dakota's systems?
<i>A12: For ease of use, we recommend FileZilla. It's free to download and very commonly used. Many people also use WinSCP, but there are a number of other options that clients can use.</i>
Q13: Is participation in this RFP opportunity binding upon submission?
<i>A13: No, a contract negotiation stage is the next step after RFP award.</i>
Q14: Is the State willing to accept exceptions or redlines to the terms of the RFP or Standard Contract?
<i>A14: Modifications can be proposed related to state legal and technology aspects for consideration.</i>
Q15: Subject to applicable statutory requirements and limitations, is the State willing to negotiate a mutually agreeable limitation of liability with the awarded offeror?

<i>A15: Requests can be proposed on a case by case basis.</i>
Q16: Is the State willing to include or negotiate mutually agreeable language to protect Offerors' (and third parties') pre-existing intellectual property (IP)?
<i>A16: Any deviations from standard contract terms and language would need to be reviewed and approved. A final proposal can be redacted prior to publishing, as well.</i>
Q17: Is the State willing to negotiate a reasonable and mutually agreeable equitable adjustment or change order process?
<i>A17: This RFP is to capture work through 5/31/26; if an RFP is re-issued in future years, the price/cost negotiations will occur at those times.</i>
Q18: Is the State willing to limit indemnification obligations to third-party claims only, as referenced in Section 2.6 of the Standard Contract Terms and Conditions and Section 11 of Attachment A: Consultant Services Contract?
<i>A18: During contract negotiations we can explore this request. Any deviations from standard contract terms and language would need to be reviewed and approved.</i>
Q19: Is the State willing to negotiate a reasonable and mutually agreeable cure and/or notice period for termination provisions, as referenced in Section 2.10 of the Standard Contract Terms and Conditions and Section 13 of Attachment A: Consultant Services Contract?
<i>A19: During contract negotiations we can explore this request. Any deviations from standard contract terms and language would need to be reviewed and approved.</i>
Q20: Is there an incumbent vendor?
<i>A20: Yes.</i>
Q21: What is the base timeline for the project? Section 1.14 indicates the initial period is one year but states an end date of 5/31/26.
<i>A21: The end date is 5/31/26 for the contract.</i>
Q22: Should pricing for the option years be included in the Cost Proposal?
<i>A22: The end date is 5/31/26 for the contract.</i>
Q23: What are the expectations for the statements of work for the option years?
<i>A23: N/A</i>
Q24: Please confirm if contractor will use State equipment, supplies or facilities. Section 2.3 states "Contractor will use State equipment, supplies or facilities"; whereas Attachment A states "Contractor will not use equipment, supplies or facilities"
<i>A24: Attachment A is a sample contract and not indicative of the final contract terms.</i>
Q25: Does DSS have expectations for specific deliverable pay points or milestones?
<i>A25: Monthly invoicing.</i>
Q26: Are documents necessary for eligibility determinations available electronically?
<i>A26: Yes.</i>

Q27: Will we be able to remotely access any information technology systems necessary for the eligibility determinations?
<i>A27: Yes.</i>
Q28: Please confirm that the Security Acknowledgment Form is not required with the proposal submission.
<i>A28: This is expected to be signed at the time the contract is signed.</i>
Q29: How will we submit the eligibility determination to the State?
<i>A29: Electronically.</i>
Q30: How many staff does the State have to complete eligibility determinations?
<i>A30: One FTE internal and one contract.</i>
Q31: Are eligibility determinations made by a centralized unit?
<i>A31: Yes.</i>
Q32: Has the State completed any work in preparation for the Federal Title IV-E review?
<i>A32: Yes.</i>
Q33: Does South Dakota want assistance only with child eligibility during the onsite Federal Title IV-E Review? Or does South Dakota also want assistance with placement eligibility and payment history accuracy?
<i>A33: All of the above.</i>
Q34: How will resources be evaluated? Does the State want resumes of the proposed resources?
<i>A34: We are seeking RFP responses through proposals outlining ability and experience to complete the scope of work requested.</i>
Q35: Should the Cost Proposal be submitted as a separate document from the Technical Proposal?
<i>A35: It can be.</i>
Q36: Is the State expecting a fixed fee price?
<i>A36: We are open to the options a vendor may propose for consideration.</i>