

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

**Kinship Specialist**

PROPOSALS ARE DUE NO LATER THAN 04/28/2022 at 5:00pm CDT

RFP 2675

BUYER: Division of Child Protection Services

POC: Dawson Lewis  
[Dawson.Lewis@state.sd.us](mailto:Dawson.Lewis@state.sd.us)

**READ CAREFULLY**

FIRM NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_  
(Digital Signature allowed)

ADDRESS: \_\_\_\_\_ TYPE OR PRINT NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

ZIP (9 DIGIT): \_\_\_\_\_ FAX NO: \_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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**PRIMARY CONTACT INFORMATION**

CONTACT NAME: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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## 1.0 GENERAL INFORMATION

### 1.1 **PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

Child Protection Services' (CPS) goal is to keep children safe in their homes. When this is not possible, children may need a temporary placement, such as with a relative, until they can safely return home. Child Protection Services may also utilize a person, whom the child or parent has an emotional tie or bond, that is outside of their kinship family. These connections are known as a fictive kinship relationship. Children have the right to be placed in homes known to them whenever possible; therefore, kinship locators are needed to assist in searching for relatives and lifelong connections for children. The purpose of the request for proposal is to select an Offeror(s) to work with CPS in Region 5 (service area covered by the Aberdeen, Huron, Watertown and Brookings offices) and Region 7 (service area covered by the Mitchell, Lake Andes, Yankton and Vermillion Offices) to locate and engage relatives and fictive kinship relationships to determine their interest in becoming a placement resource and/or developing connections for children in custody.

### 1.2 **ISSUING OFFICE AND RFP REFERENCE NUMBER**

The Department of Social Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Division of Child Protection Services. The reference number for the transaction is RFP 2675. 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 **LETTER OF INTENT**

All interested offerors are requested to submit a non-binding **Letter of Intent** to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal.

The letter of intent must be received by email in the Department of Social Services by no later than 03-17-2022 and must be addressed to Dawson Lewis at Dawson.Lewis@state.sd.us. Place the following, exactly as written, in the subject line of your email: **Letter of Intent for RFP 2675**. Be sure to reference the RFP number in any attached letter or document.

### 1.4 **SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication	<u>03-03-2022</u>
Letter of Intent to Respond Due	<u>03-17-2022</u>
Deadline for Submission of Written Inquiries	<u>03-17-2022</u>
Responses to Offeror Questions	<u>03-31-2022</u>
Secured File Transfer Protocol Folder Request	<u>04-21-2022</u>
Proposal Submission	<u>04-28-2022 at 5:00pm CDT</u>
Proposal Revisions (if required)	<u>To Be Announced (if needed)</u>
Anticipated Award Decision/Contract Negotiation	<u>05-26-2022</u>

### 1.5 **SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received by the 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. Proposals may be submitted as PDFs via Secured File Transfer Protocol (SFTP).

Offerors must request an SFTP folder no later than 04-21-2022, by emailing Dawson Lewis at the email indicated on page one. The subject line should be "RFP 2675 SFTP Request". The email should contain the name and the email of the person who will be responsible for uploading the document(s).

Please note, offeror will need to work with agency's own technical support staff to set up an SFTP compatible software on offeror's end. While the State of South Dakota can answer questions,

State of South Dakota is not responsible for the software required. 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.

**1.6 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.

**1.7 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.

**1.8 RESTRICTION OF BOYCOTT OF ISRAEL**

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

**1.9 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 unless previously approved.

**1.10 OFFEROR INQUIRIES**

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after 03-17-2022. Email inquiries must be sent to Dawson.Lewis@state.sd.us with the following wording, exactly as written, in the subject line: **RFP 2675 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 03-31-2022. 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.

#### **1.11 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.

Offerors may submit a redacted copy of their proposal when they respond though this is optional.

#### **1.12 LENGTH OF CONTRACT**

The beginning date of the contract is June 1<sup>st</sup>, 2022. The contract resulting from this RFP will be issued for a period of one (1) base year and up to three (3) one-year option renewal periods, not to exceed four (4) years at the discretion of the State of South Dakota. The laws of South Dakota shall govern this transaction.

#### **1.13 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.

#### **1.14 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, at minimum, the State's standard terms and conditions as seen in Attachment A. As part of the negotiation process, the contract terms listed in Attachment A may be altered or deleted.

***The offeror should indicate in their response any issues they have with any specific contract terms.*** If the offeror does not indicate any contract term issues, then the State will assume the terms are acceptable.

## **3.0 SCOPE OF WORK**

### **3.1 Kinship Locator**

3.1.1 Describe in the RFP proposal the offeror's philosophy regarding kinship care and the importance of family or lifelong connections.

- 3.1.2 Describe in the RFP proposal how the offeror will conduct searches to identify, locate, inform, and evaluate adult relatives, custodians, fictive kinship relationships for children in the legal custody of the Department of Social Services in Region 5 (service area covered by Aberdeen, Huron, Watertown and Brookings) and/or Region 7 (service area covered by Mitchell, Lake Andes, Yankton and Vermillion). Relative refers to an individual connected by blood or marriage to include, but not limited to: grandparents, great-grandparents, aunts/uncles, nieces/nephews, great nieces/nephews, first and second cousins, stepparents, and any of these relationships by marriage or adoption. Fictive kinship refers to an individual, not related by birth, adoption, or marriage to the child but who has an emotionally significant relationship with the child. Custodians are defined as the parent or guardian of a sibling or half sibling.
- 3.1.2.1 Describe in the RFP proposal how the offeror will identify relatives and life-long connections of the child(ren). Describe in the RFP how the offeror will engage kin, fictive kin, the case worker, and the designated tribal agents in the identification of relatives and lifelong connections. Describe in the RFP the ability for the offeror to identify relatives through family meetings or through other contacts with the child(ren)'s parents.
- 3.1.2.1.1 Concerted efforts to identify kin and fictive kin must be completed by the offeror. Concerted efforts is defined as ongoing, multiple sources, and problem solving. The offeror will be expected to make concerted efforts to identify all known grandparents, legal guardians, fictive kinship relationships, and other adult relatives after the removal of the child(ren).
- 3.1.2.1.2 A list will be developed of all known relatives to Child Protection Services at the time of referral including known contact information when the referral to complete relative search is sent to the contract agency.
- 3.1.2.1.3 Relatives who have been ruled out as a placement option must still be contacted in order to identify other relative contact information.
- 3.1.2.1.4 The offeror must gather information from the parent or legal guardian regarding their placement preferences and potential names, addresses, and phone number for relative care. The offeror will also seek contact information for fictive kin or lifelong connections that the child(ren) had prior to coming into care from the child's parents and/or guardians.
- 3.1.2.1.5 The offeror must make diligent efforts to gather information from the child's assigned Family Services Specialist regarding the child's input on significant connections or relatives.
- 3.1.2.1.6 If paternity has been established through a birth certificate, DNA testing, or paternity affidavit or if paternity is presumed; paternal searches must be completed by the offeror. If the father is later ruled out, the relatives identified will be considered as a fictive kinship relationship if there is a significant relationship.
- 3.1.2.1.7 When there is reason to know the child is a member or eligible for membership in an Indian Tribe, the offeror will be expected to contact the Indian Child Welfare Act (ICWA) designated tribal agent and enrollment office, where the child is enrolled or eligible for enrollment, for names of possible family or fictive kinship relationships. ICWA placement preference will be followed regarding any kinship care, foster care or pre-adoptive placements.
- 3.1.2.1.8 It may be necessary for the offeror to attend case planning meetings between the parent and Child Protection Services and/ or court hearings to assist in identifying, locating, and engaging of relatives. Meetings can also be completed virtually.
- 3.1.2.1.9 The offeror must be prepared to use multiple sources to obtain relative names and contact information.

- 3.1.2.2 Describe in the RFP proposal how the offeror will locate relatives and life-long connections for child(ren). Describe in the RFP what methods the selected offeror has used in the past or plans to use in the future in order to locate and make initial contact with relatives or fictive kin.
- 3.1.2.2.1 Concerted efforts must be completed by the offeror in the locating of kin and fictive kin of children in Child Protection Services care.
  - 3.1.2.2.2 The offeror must be prepared to use a variety of methods in making initial contact with relatives, fictive kin, and custodians.
  - 3.1.2.2.3 It is the offeror's responsibility to make concerted efforts to contact each relative, fictive kin, or custodian for whom an address and/or phone number is provided within 30 days.
  - 3.1.2.2.4 The first step in locating relatives, fictive kin, and custodians must be made by telephone or in person. If telephone or in person contact is unsuccessful, correspondence must be sent through letter contact. If there is no response within 30 days, then a 2<sup>nd</sup> certified letter should be sent to relatives or fictive kin, who appear to have a significant relationship with the child.
  - 3.1.2.2.5 Further efforts must occur if contact cannot be made through telephone, in person, or correspondence. These may include social media, contact with the local office asking the caseworker to visit the home, or asking other relatives for assistance in contacting relatives.
  - 3.1.2.2.6 Child Protection Services will provide various relative search resources and tools for locating potential kinship and fictive kinship resources.
- 3.1.2.3 Describe in the RFP proposal how the offeror will inform relatives and life-long connections of the child(ren). Describe in the RFP proposal the techniques the offeror would use to engage the family, encourage involvement in the child(ren)'s life, and educate on the importance of keeping children placed with kin or fictive kin, verses placing the children in foster care. Furthermore, if placement is not an option for the respective kin or fictive kin, how will the selected offeror encourage them to maintain or develop connections to the child that could be maintained life-long? Describe in the RFP how the offeror will respond to potential out of state relatives regarding temporary and permanent placement.
- 3.1.2.3.1 Concerted efforts to inform relatives, fictive kin, and custodians must be completed by the offeror.
  - 3.1.2.3.2 When a relative or fictive kin expresses interest in becoming a temporary placement for the child(ren), the offeror is required to send information about the next steps in becoming a kinship or foster care resource to the relative within 5 business days. This is in accordance with SDCL 26-7A-19.2. The offeror must also contact the Family Services Specialist and CPS Supervisor immediately to notify them about the potential relative placement.
  - 3.1.2.3.3 The selected offeror will be expected to encourage relatives and non-relative connections to become active in the child's life, which may lead to a potential kinship or fictive kinship placement.
  - 3.1.2.3.4 Upon initial contact with the relative or fictive kin, the kin or fictive kin must be informed regarding concurrent planning and the kin or fictive kin must be asked about their willingness to be a permanent option for the child(ren), if they cannot return home. Interest in becoming a permanent placement for the child(ren) is not a requirement; however, this information must be known when placement decisions are made.
  - 3.1.2.3.5 The offeror must discuss a kin or fictive kin's opportunity to become licensed or approved as a foster or adoptive home and share basic information about the licensing process.

- 3.1.2.3.6 The offeror must have a discussion with potential relative or fictive kin caregivers about the limited amount of time Child Protection Services has to establish a permanent plan for children in custody. The offer must have discussion with the relative about the need to complete their kinship home study or foster home licensure no later than the 12<sup>th</sup> month from the date the child came into care, so permanency decisions are made timely.
  - 3.1.2.3.7 There must also be conversations regarding the relative or fictive kin's ability to care for all the children in the sibling group.
  - 3.1.2.3.8 The offeror must discuss financial assistance and resources available to a kinship or fictive kinship family in order to meet the needs of a child.
  - 3.1.2.3.9 The offeror must have ongoing contact with the child's assigned Family Services Specialist regarding potential relative or fictive kinship placement options or those who are interested in being a connection for the child(ren).
- 3.1.2.4 Describe in the RFP proposal how the offeror will assist in the evaluation of a relative or life-long connection of the child(ren). Describe in the RFP how the offeror will make an initial assessment regarding the relative's ability to care for all the child(ren) in the sibling group. Describe in the RFP the ability for the offeror to assist the relative in completing the necessary background check releases, fingerprinting, and safety checks to complete the referral for a Kinship Home study.
- 3.1.2.4.1 Discussion must occur between the relative and the offeror regarding the relative's physical, emotional, and cognitive ability to care for the child(ren), their current household members, and their financial ability to care for the child. A summary of the discussion will be documented in the relative search screen and shared with the child's Family Services Specialist.
  - 3.1.2.4.2 If the permanent plan for the child is reunification, discussion must occur with the relative or fictive kin to assess the ability for the child to complete visitation, and how the relative will continue to establish or maintain the relationship between the child(ren) and parent or legal guardian.
  - 3.1.2.4.3 If they are unwilling to care for all the children in the sibling group, there must be discussions regarding how the children will maintain a strong sibling connection.
  - 3.1.2.4.4 At times, the offeror may identify a relative located out of state who indicates a desire to be a placement for the child(ren). The offeror must obtain the name, address, and phone number of the relative and complete the Interest in Potential Placement form to assist in initiating an Interstate Compact on the Placement of Children (ICPC) home study.
  - 3.1.2.4.5 The offeror and the child's Family Services Specialist will discuss next steps when a relative is interested in placement and indicates readiness to begin the home study process.
  - 3.1.2.4.6 When a relative has been identified as a potential placement resource, the offeror must assist relatives in completing the kinship application form, Central Registry background check forms, criminal background check releases, and facilitate completion of DCI fingerprint card completion. The application, background check releases, and DCI fingerprint cards will be sent to the Family Services Specialist to process and make referral for a kinship home study.
- 3.1.3 Describe in the RFP how the offeror will complete timely searches for relatives and life-long connections. The expected timeline to complete the search is 60 days; however,

some searches may require additional time to complete a thorough and diligent search. If additional time is needed to make contact or complete application paperwork with an individual or family, an extension for an additional 30 days may be requested from the CPS Supervisor.

- 3.1.4 The offeror must complete training with the Department of Social Services regarding kinship care, permanency, foster/adoption licensing and wellbeing. Describe in the RFP proposal the offeror's ability to attend initial trainings in these areas.
- 3.1.5 Exchange of Information: Describe in the RFP proposal how the exchange of information will occur with Child Protection Services regarding the identification, locating, informing, and evaluation of kin and fictive kin. Include a plan for assignment of cases, tasks to be completed and reports to be provided to Child Protection Services.
  - 3.1.5.1 The offeror must mail the local CPS office a copy of all letters/correspondence, as well an update of what relatives were identified, located, informed, or evaluated by the offeror.
  - 3.1.5.2 A monthly meeting is held between the offeror, Permanency Program Specialist(s), and Regional Managers to discuss the work processes related to relative searches.
  - 3.1.5.3 A monthly meeting is held between the offeror and the local CPS office to discuss the status of relative search referrals from each office.
- 3.1.6 Monitoring and Evaluation:
  - Describe in the RFP proposal the process will be utilized to monitor the processes for identifying, locating, informing, and evaluating family members.
  - Describe in the RFP proposal the processes used to encourage relative and fictive kinship involvement in child(ren)'s lives while they are in the custody of Child Protection Services.
  - Describe in the proposal how the offeror will monitor the consistency and quality of the work related to identifying, locating, informing, and evaluating family members.
- 3.1.7 Describe in the RFP proposal what process will be utilized to manage the program and evaluate the performance of staff assigned to complete the work.
- 3.1.8 Describe in the RFP how the offeror will document efforts regarding identification, locating, informing, and evaluation of relatives and fictive kin. The Client Relative Search Screen in the Family and Child Information System (FACIS); documenting data such as relative name, relationship, contact information, and the status of the search. Documentation is required when notification letters are sent, phone calls are made, social media contacts are made, home visits are completed and the outcomes of these types of contacts.

## 3.2 Kinship Locator Reporting Requirement

The selected offeror will be expected to submit a Quarterly and End of the Year Report to Child Protection Services State Office with the following information:

- 3.2.1 Number of new and completed referrals, separated by each local office.
- 3.2.2 Outcomes for completed cases, separated by each local office, to include the following:
  - 3.2.2.1 Number of maternal and paternal relatives identified.
  - 3.2.2.2 Number of relatives who completed an application for a home study.
  - 3.2.2.3 Number of relatives that were not located.
  - 3.2.2.4 Number of relatives that were provided to Child Protection Services for continued Evaluation.
  - 3.2.2.5 Number of relatives that are interested in future connections with the child(ren).
- 3.2.3 Timeframes regarding completed referrals, separated by each local office
  - 3.2.3.1 Number of referrals completed in 60 days.



3.2.3.2 Number of referrals needing the 30 day extension

3.2.4 Detailed report of expenditures for the quarter and the amount left in the grant agreement.

3.3 The selected offeror must provide assurances for the following program responsibilities and expectations in the proposal and provide copies of policy and procedure materials upon request:

3.3.1 Confidentiality of Child Protection Services information

3.3.2 Financial management, including management of multiple funding sources, separate from all other agency funding. Financial income vs. expenditure records must be submitted on a quarterly basis to the State. An outside accounting firm may be used to meet this requirement.

3.3.3 Allow Child Protection Services to review all financial records related to the Purchase of Services Agreement upon request.

3.3.4 Sound personnel and administrative policies and practices are in place for employees that include an employee manual addressing policies such as sick and annual leave, work adjust hours, overtime, employee review process and expense reimbursement requests.

3.3.5 Each employee is aware of mandatory child abuse and neglect reporting requirements.

3.3.6 Communicate with Child Protection Services via phone conference and/or face to face to review progress on relative search efforts as well as address issues or concerns related to these efforts on a monthly basis.

3.3.7 Give credit to Child Protection Services for its funding support on all press releases, reports, brochures and other related materials. Provide Child Protection Services with draft materials for approval.

3.3.8 Provide telephone service, voice messaging service, e-mail access, internet access, and a general agency e-mail address.

3.4 The successful offeror will have the following organization qualities and characteristics:

3.4.1 history of providing high quality training and consultation at the community level.

3.4.2 A philosophical comment and demonstrated experience in collaboration and partnership with the Department of Social Services.

3.4.3 An administrative structure capable of efficiently managing statewide consultant staff as well as subcontracts where necessary.

3.4.4 Demonstrated leadership capability and orientation to developing services in collaboration with the Department of Social Services and/or other provider agencies as well as making changes to services provided as the needs of the State continue to change.

3.4.5 A strong commitment to address cultural diversity.

3.4.6 A strong commitment to provide services for all persons no matter their age, race, color, religion, sex, gender identity, national origin, disability, or sexual orientation.

3.4.7 A history of high levels of communication, both orally and in writing, with regard to keeping others informed.

3.4.8 A history of demonstrated effectiveness in subcontract management and/or lead agency coordination of multiple providers. As well as a description of how challenging issues were addressed within those contracts.

3.5 System outcomes to be accomplished within the context of this contract:

3.5.1 Increase the number of relatives available and willing to take an active part in the lives of children who are involved with Child Protection Services, whether that is through being a placement option or a connection.

3.5.2 Increase the number of relatives available to become permanent placement options for children who are involved with Child Protection Services.

3.5.3 Increase public recognition of the valued role of kinship families within the child welfare system.

3.5.4 A description of needed resources, both personnel and non-personnel needed to perform all activities on the RFP.

- 3.6 System outcomes to be accomplished within the context of this contract:
- 3.6.1 Increase the number of relatives available and willing to take an active part in the lives of children who are involved with Child Protection Services, whether that is through being a placement option or a connection.
  - 3.6.2 Increase the number of relatives available to become permanent placement options for children who are involved with Child Protection Services.
  - 3.6.3 Increase public recognition of the valued role of kinship families within the child welfare system
  - 3.6.4 A description of needed resources, both personnel and non-personnel needed to perform all activities on the RFP.

#### **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 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 **MUST** 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 as well 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 The offeror must describe their proposed project management techniques.
- 4.8 If an offeror's proposal is not accepted by the State, the proposal will not be reviewed/evaluated.

#### **5.0 PROPOSAL RESPONSE FORMAT**

- 5.1 One PDF copy shall be submitted via SFTP as outlined in Section 1.5.
- 5.1.1 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 have a separator page between each the following headings. The separator page should have the heading names on it.

- 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;
  - 6.1.4 Availability to the project locale;
  - 6.1.5 Familiarity with the project locale;
  - 6.1.6 Proposed project management techniques;
  - 6.1.7 Ability and proven history in handling special project constraints;
  - 6.1.8 Cost proposal.

- 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 of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 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.
  - 6.5.3 Only the response of the vendor awarded work becomes public. Responses to work orders for vendors not selected and the evaluation criteria and scoring for all proposals are not public. Vendors may submit a redacted copy with the full proposal as stated in Section 1.12 Proprietary Information. SDCL 1-27-1.5 and See SDCL 1-27-1.5 and 1-27-1.6.

## 7.0 **COST PROPOSAL**

The offeror should submit their proposal for allocation of various expenses associated with providing services to the State within the scope of their proposal. This proposal should include all costs associated with personnel costs (administration costs, employee salaries and benefits), operating costs (equipment and supplies, printing/publishing/postage, telephone/cell phone/internet, office supplies, insurances, staff travel) and any other expenses that are deemed necessary to perform the services outlined in this proposal. Attachment B is a spreadsheet provided for the completion and submittal of the cost proposal. More than one cost proposal may be submitted.

**ATTACHMENT A – Sample Contract**

**STATE OF SOUTH DAKOTA  
DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF ECONOMIC ASSISTANCE**

**Consultant Contract  
For Consultant Services  
Between**

State of South Dakota  
Department of Social Services  
DIVISION OF CHILD SUPPORT  
700 Governors Drive  
Pierre, SD 57501-2291

\_\_\_\_\_  
Referred to as Consultant

\_\_\_\_\_  
Referred to as State

The State hereby enters into a contract (the “Agreement” hereinafter) for consultant services with the Consultant. While performing services hereunder, Consultant is an independent contractor and not an officer, agent, or employee of the State of South Dakota.

- 1. CONSULTANT’S South Dakota Vendor Number is \_\_\_\_\_.
- 2. PERIOD OF PERFORMANCE:  
This Agreement shall be effective as of June 1, 2021 and shall end on May 31, 2022, unless sooner terminated pursuant to the terms hereof.

Agreement is the result of request for proposal process, RFP # \_\_\_\_\_

- 3. PROVISIONS:
  - A. The Purpose of this Consultant contract:
    - 1. \_\_\_\_\_
    - 2. Does this Agreement involve Protected Health Information (PHI)? YES ( ) NO ( X )  
If PHI is involved, a Business Associate Agreement must be attached and is fully incorporated herein as part of the Agreement (refer to attachment) .
    - 3. The Consultant will use state equipment, supplies or facilities.
  - B. The Consultant agrees to perform the following services (add an attachment if needed.):
    - 1. \_\_\_\_\_
  - C. The State agrees to:
    - 1. \_\_\_\_\_
    - 2. Make payment for services upon satisfactory completion of services and receipt of bill. Payment will be in accordance with SDCL 5-26.
    - 3. Will the State pay Consultant expenses as a separate item?  
YES ( ) NO ( X )  
If YES, expenses submitted will be reimbursed as identified in this Agreement.

D. The TOTAL CONTRACT AMOUNT will not exceed \$ .

4. BILLING:

Consultant agrees to submit a bill for services within (30) days following the month in which services were provided. Consultant will prepare and submit a monthly bill for services. Consultant agrees to submit a final bill within 30 days of the Agreement end date to receive payment for completed services. If a final bill cannot be submitted in 30 days, then a written request for extension of time and explanation must be provided to the State.

5. TECHNICAL ASSISTANCE:

The State agrees to provide technical assistance regarding Department of Social Services rules, regulations and policies to the Consultant and to assist in the correction of problem areas identified by the State's monitoring activities.

6. LICENSING AND STANDARD COMPLIANCE:

The Consultant agrees to comply in full with all licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance in which the service and/or care is provided for the duration of this Agreement. The Consultant will maintain effective internal controls in managing the federal award. Liability resulting from noncompliance with licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance or through the Consultant's failure to ensure the safety of all individuals served is assumed entirely by the Consultant.

7. ASSURANCE REQUIREMENTS:

The Consultant agrees to abide by all applicable provisions of the following: Byrd Anti Lobbying Amendment (31 USC 1352), Executive orders 12549 and 12689 (Debarment and Suspension), Drug-Free Workplace, Executive Order 11246 Equal Employment Opportunity, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 Code of Federal Regulations Part 38, the Violence Against Women Reauthorization Act of 2013 and American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award.

8. COMPLIANCE WITH EXECUTIVE ORDER 2020-01:

By entering into this Agreement, Consultant certifies and agrees that it has not refused to transact business activities, it has not terminated business activities, and it has not taken other similar actions intended to limit its commercial relations, related to the subject matter of this Agreement, with a person or entity that is either the State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or doing business in the State of Israel, with the specific intent to accomplish a boycott of divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to terminate this Agreement. Consultant further agrees to provide immediate written notice to the State if during the term of this Agreement it no longer complies with this certification and agrees such noncompliance may be grounds for termination of this Agreement.

9. RETENTION AND INSPECTION OF RECORDS:

The Consultant agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, statistical, fiscal, other records, and information necessary for reporting and accountability required by the State. The Consultant shall retain such records for a period of six years from the date of submission of the final expenditure report. If such records are under pending audit, the Consultant agrees to hold such records for a longer period upon notification from the State. The State, through any authorized representative, will have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement. State

Proprietary Information retained in Consultant's secondary and backup systems will remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Consultant's established record retention policies.

All payments to the Consultant by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment of this Agreement shall be returned to the State within thirty days after written notification to the Consultant.

**10. WORK PRODUCT:**

Consultant hereby acknowledges and agrees that all reports, plans, specifications, technical data, drawings, software system programs and documentation, procedures, files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, State Proprietary Information, as defined in the Confidentiality of Information paragraph herein, state data, end user data, Protected Health Information as defined in 45 CFR 160.103, and all information contained therein provided to the State by the Consultant in connection with its performance of service under this Agreement shall belong to and is the property of the State and will not be used in any way by the Consultant without the written consent of the State.

Paper, reports, forms, software programs, source code(s) and other materials which are a part of the work under this Agreement will not be copyrighted without written approval of the State. In the unlikely event that any copyright does not fully belong to the State, the State nonetheless reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, any such work for government purposes.

Consultant agrees to return all information received from the State to State's custody upon the end of the term of this Agreement, unless otherwise agreed in a writing signed by both parties.

**11. TERMINATION:**

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Consultant breaches any of the terms or conditions hereof, this Agreement may be terminated by the State for cause at any time, with or without notice. Upon termination of this Agreement, all accounts and payments shall be processed according to financial arrangements set forth herein for services rendered to date of termination.

**12. FUNDING:**

This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

**13. ASSIGNMENT AND AMENDMENTS:**

This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.

**14. CONTROLLING LAW:**

This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota, without regard to any conflicts of law principles, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement shall be resolved in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

**15. SUPERCESSION:**

All prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

**16. IT STANDARDS:**

Any software or hardware provided under this Agreement will comply with state standards which can be found at <http://bit.sd.gov/standards/>.

17. SEVERABILITY:

In the event that any provision of this Agreement shall be held unenforceable or invalid by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement, which shall remain in full force and effect.

18. NOTICE:

Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to the Division being contracted with on behalf of the State, and by the Consultant, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

19. SUBCONTRACTORS:

The Consultant may not use subcontractors to perform the services described herein without express prior written consent from the State. The State reserves the right to reject any person from the Agreement presenting insufficient skills or inappropriate behavior.

The Consultant will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Consultant will cause its subcontractors, agents, and employees to comply with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any subcontractors. The Consultant is required to assist in this process as needed.

20. STATE'S RIGHT TO REJECT:

The State reserves the right to reject any person or entity from performing the work or services contemplated by this Agreement, who present insufficient skills or inappropriate behavior.

21. HOLD HARMLESS:

The Consultant agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the Consultant to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

22. INSURANCE:

Before beginning work under this Agreement, Consultant shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. The Consultant, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits listed below. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Consultant agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Consultant shall furnish copies of insurance policies if requested by the State.

A. Commercial General Liability Insurance:

Consultant shall maintain occurrence-based commercial general liability insurance or an equivalent form with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance:

Consultant shall maintain business automobile liability insurance or an equivalent form with a limit of not less than \$500,000 for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.



C. Worker's Compensation Insurance:

Consultant shall procure and maintain Workers' Compensation and employers' liability insurance as required by South Dakota law.

D. Professional Liability Insurance:

Consultant agrees to procure and maintain professional liability insurance with a limit not less than \$1,000,000.

(Medical Health Professional shall maintain current general professional liability insurance with a limit of not less than one million dollars for each occurrence and three million dollars in the aggregate. Such insurance shall include South Dakota state employees as additional insureds in the event a claim, lawsuit, or other proceeding is filed against a state employee as a result of the services provided pursuant to this Agreement. If insurance provided by Medical Health Professional is provided on a claim made basis, then Medical Health Professional shall provide "tail" coverage for a period of five years after the termination of coverage.)

23. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:

Consultant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by the federal government or any state or local government department or agency. Consultant further agrees that it will immediately notify the State if during the term of this Agreement either it or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

24. CONFLICT OF INTEREST:

Consultant agrees to establish safeguards to prohibit employees or other persons from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing. In the event of a conflict of interest, the Consultant expressly agrees to be bound by the conflict resolution process set forth in SDCL 5-18A-17 through 5-18A-17.6.

25. CONFIDENTIALITY OF INFORMATION:

For the purpose of the sub-paragraph, "State Proprietary Information" shall include all information disclosed to the Consultant by the State. Consultant acknowledges that it shall have a duty to not disclose any State Proprietary Information to any third person for any reason without the express written permission of a State officer or employee with authority to authorize the disclosure. Consultant shall not: (i) disclose any State Proprietary Information to any third person unless otherwise specifically allowed under this Agreement; (ii) make any use of State Proprietary Information except to exercise rights and perform obligations under this Agreement; (iii) make State Proprietary Information available to any of its employees, officers, agents or consultants except those who have agreed to obligations of confidentiality at least as strict as those set out in this Agreement and who have a need to know such information. Consultant is held to the same standard of care in guarding State Proprietary Information as it applies to its own confidential or proprietary information and materials of a similar nature, and no less than holding State Proprietary Information in the strictest confidence. Consultant shall protect confidentiality of the State's information from the time of receipt to the time that such information is either returned to the State or destroyed to the extent that it cannot be recalled or reproduced. State Proprietary Information shall not include information that (i) was in the public domain at the time it was disclosed to Consultant; (ii) was known to Consultant without restriction at the time of disclosure from the State; (iii) that is disclosed with the prior written approval of State's officers or employees having authority to disclose such information; (iv) was independently developed by Consultant without the benefit or influence of the State's information; (v) becomes known to Consultant without restriction from a source not connected to the State of South Dakota. State's Proprietary Information shall include names, social security numbers, employer numbers, addresses and all other data about applicants, employers or other clients to whom the State provides services of any kind. Consultant understands that this information is confidential and protected under applicable State law at SDCL 1-27-1.5, modified by SDCL 1-27-1.6, SDCL 28-1-29, SDCL 28-1-32, and SDCL 28-1-68 as applicable federal regulation and agrees to immediately notify the State if the information is disclosed, either intentionally or inadvertently. The parties mutually agree that neither of them shall disclose the contents of the Agreement except as required by applicable law or as necessary to carry out the terms of the Agreement or to enforce that party's rights under this Agreement. Consultant acknowledges that the State and its agencies are

public entities and thus are bound by South Dakota open meetings and open records laws. It is therefore not a breach of this Agreement for the State to take any action that the State reasonably believes is necessary to comply with the South Dakota open records or open meetings laws. If work assignments performed in the course of this Agreement require additional security requirements or clearance, the Consultant will be required to undergo investigation.

**26. REPORTING PROVISION:**

Consultant agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to any person or property, or which may otherwise subject Consultant, or the State of South Dakota or its officers, agents or employees to liability. Consultant shall report any such event to the State immediately upon discovery.

Consultant's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Consultant's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Consultant to report any event to law enforcement or other entities under the requirements of any applicable law.

**27. DAVIS-BACON ACT**

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

**28. COMPLIANCE WITH 40 U.S.C. 3702 AND 3704**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

**29. FUNDING AGREEMENT AND "RIGHTS TO INVENTION"**

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the Consultant wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the Consultant must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

30. AUTHORIZED SIGNATURES:

In witness hereto, the parties signify their agreement by affixing their signatures hereto.

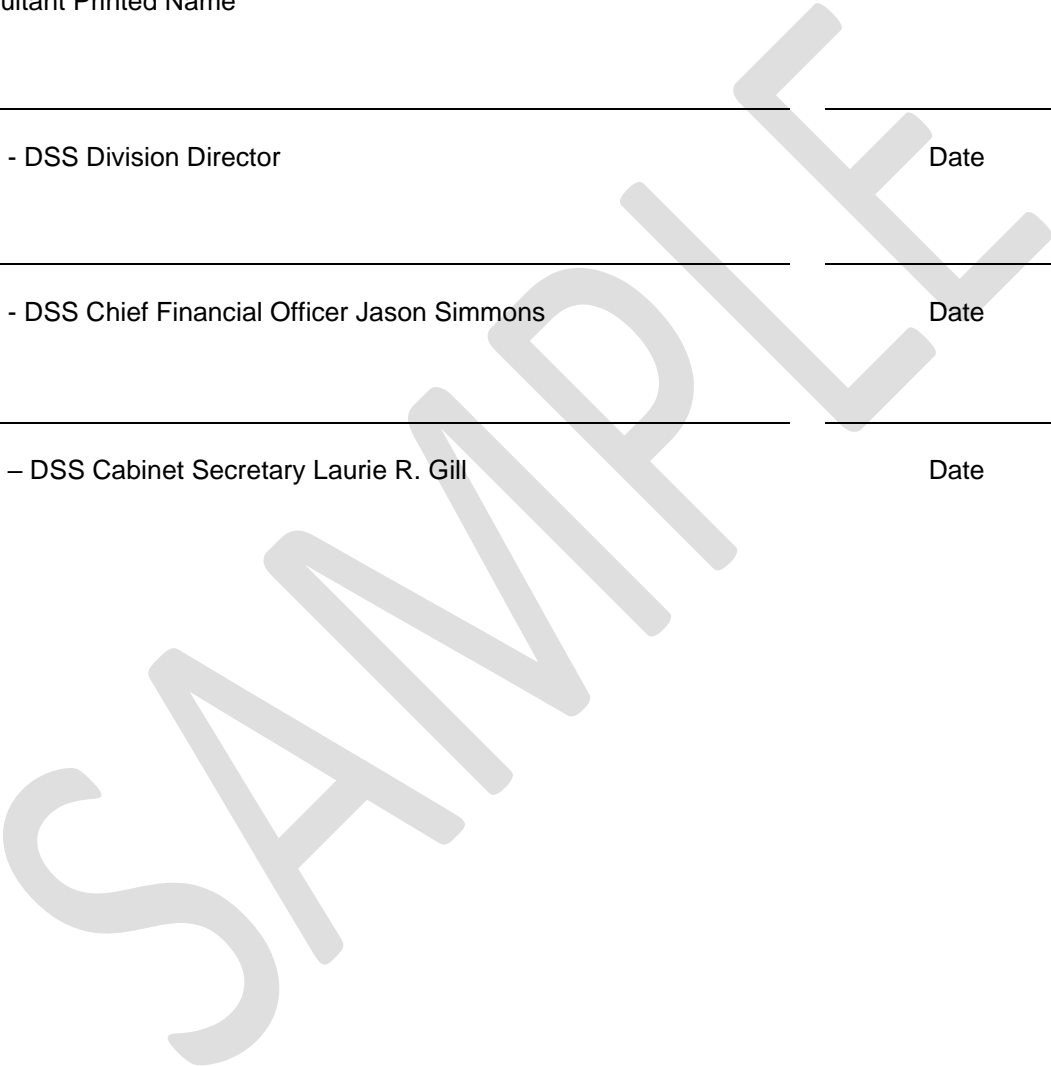
\_\_\_\_\_  
Consultant Signature Date

\_\_\_\_\_  
Consultant Printed Name

\_\_\_\_\_  
State - DSS Division Director Date

\_\_\_\_\_  
State - DSS Chief Financial Officer Jason Simmons Date

\_\_\_\_\_  
State – DSS Cabinet Secretary Laurie R. Gill Date



**State Agency Coding:**

CFDA #	_____	_____	_____	_____
Company	_____	_____	_____	_____
Account	_____	_____	_____	_____
Center Req	_____	_____	_____	_____
Center User	_____	_____	_____	_____
Dollar Total	_____	_____	_____	_____

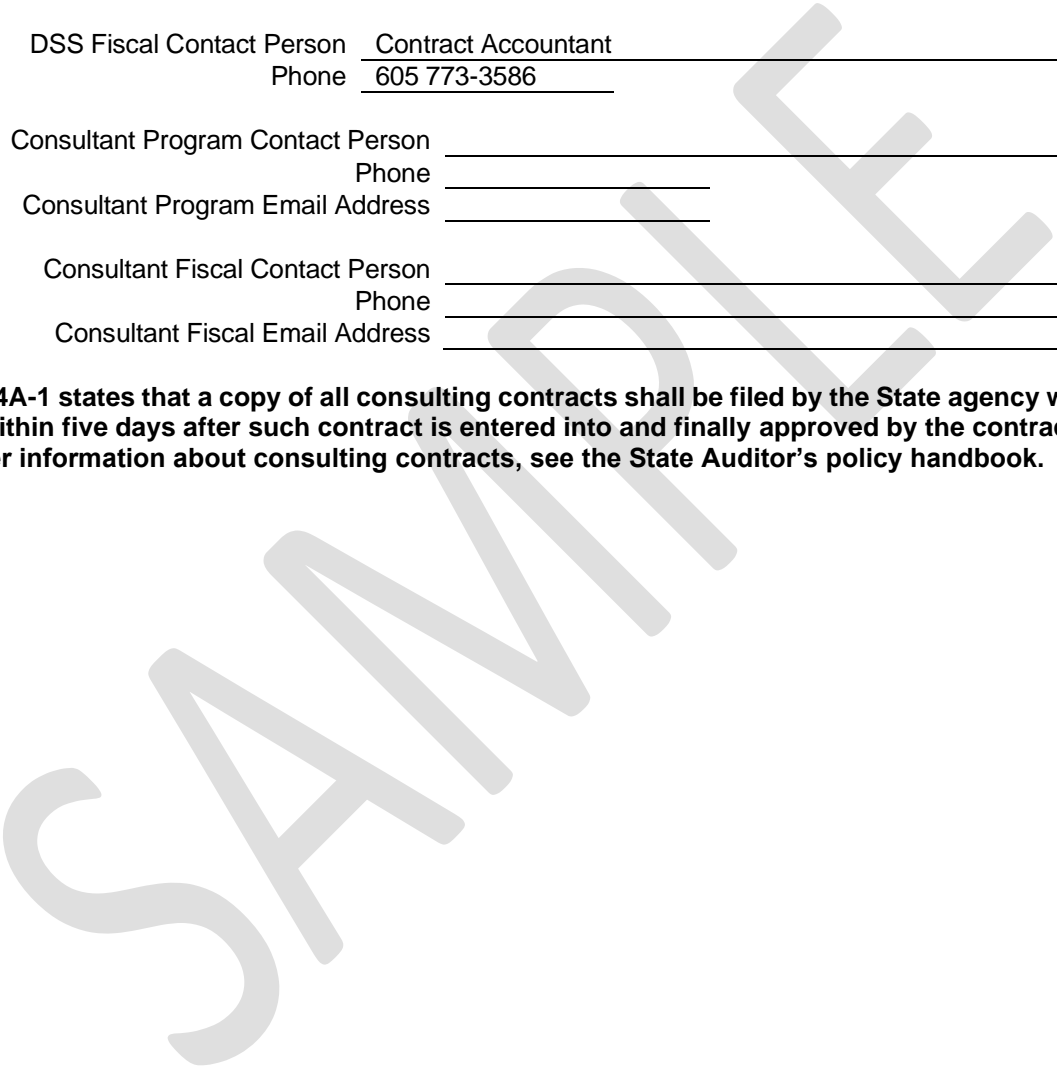
DSS Program Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_

DSS Fiscal Contact Person Contract Accountant  
Phone 605 773-3586

Consultant Program Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_  
Consultant Program Email Address \_\_\_\_\_

Consultant Fiscal Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_  
Consultant Fiscal Email Address \_\_\_\_\_

**SDCL 1-24A-1 states that a copy of all consulting contracts shall be filed by the State agency with the State Auditor within five days after such contract is entered into and finally approved by the contracting parties. For further information about consulting contracts, see the State Auditor’s policy handbook.**



## Attachment B – Cost Proposal Template

Download and use the Excel version. The following is provided as a Sample

<b>Cost Proposal for Kinship Specialist</b>	<b>Attachment B.</b>
<b>FUNDING</b>	<b>TOTAL COSTS</b>
<b>Personnel Costs:</b>	
Administrative	
Professional/Program Staff	
Support Staff	
Benefits	
Other: (Describe)	
<b>SUBTOTAL, PERSONNEL COSTS</b>	
<b>Operating Costs:</b>	
Insurance	
Staff Travel	
Education Materials	
Staff Development and Education	
Other Costs: (Describe)	
<b>SUBTOTAL, OPERATING COSTS</b>	
<b>Equipment Costs:</b>	
Equipment and Supplies	
Printing/Publishing/Postage	
Telephone/Cell Phones/Internet	
Office Supplies	
Vehicle Cost and Maintenance	-
Other Costs: (Describe)	-
<b>SUBTOTAL, EQUIPMENT COST</b>	
<b>Other Costs: (Describe)</b>	
Other Expenses	
Staff recruitment advertising for open positions	
<b>SUBTOTAL, OTHER COSTS</b>	
<b>TOTAL FUNDING REQUEST</b>	