

STATE OF SOUTH DAKOTA
DEPARTMENT OF HEALTH
SOUTH DAKOTA BOARD OF MASSAGE THERAPY
600 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501

EXECUTIVE SECRETARY FOR THE SOUTH DAKOTA BOARD OF MASSAGE THERAPY
PROPOSALS ARE DUE AUGUST 21, 2017 3PM CDT

RFP #: 17-0921100-018

CONTACT: Ashley Tanner

PHONE: (605) 773-3361

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)

The purpose of this RFP is to solicit an entity to serve as Executive Secretary for the South Dakota Board of Massage Therapy. The Executive Secretary will direct and administer the licensing activities of the Board under state and federal guidelines by interpreting laws and administrative rules, granting licenses, and investigating complaints to ensure compliance with statutory requirements and authority in order to protect public safety.

The successful vendor should have knowledge of applicable laws and administrative rules pertaining to the practice of massage therapy, investigative methods, and legal hearings. The successful vendor must have the ability to establish and maintain an effective working relationship with the public, Board members, Department of Health, licensees, and applicants. The successful vendor must be able to keep accurate records and prepare reports as directed by the Board and the Department of Health.

The Board of Massage Therapy licenses approximately 1,105 licensed massage therapists including 842 active licensees who renew annually. The Board operates in accordance with South Dakota Codified Law (SDCL) 36-35 and Administrative Rules of South Dakota (ARSD) 20:76.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Health is the issuing office for this document and all subsequent addenda relating to it, on behalf of the South Dakota Board of Massage Therapy. The reference number for the transaction is RFP # 17-0921100-018. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

All interested vendors may submit a **Letter of Intent** to respond to this RFP. Submitting a letter of intent does not obligate a vendor to submit a proposal.

The letter of intent must be received in the South Dakota Department of Health by no later than 3:00 pm CDT on July 14, 2017. If submitted by mail the envelope should be addressed to:

**RFP # 17-0921100-018
ASHLEY TANNER
SOUTH DAKOTA DEPARTMENT OF HEALTH
600 EAST CAPITOL AVENUE
PIERRE, SD 57501**

Be sure to reference the RFP number in your letter.

The Letter of Intent may be submitted to Ashley Tanner via email at ashley.tanner@state.sd.us. Please place the following in the subject line of your email: **“Letter of Intent for RFP 17-0921100-018”**.

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

| | |
|---|---------------------------|
| RFP Publication | June 28, 2017 |
| Letter of Intent to Respond Due | July 14, 2017, 3 pm CDT |
| Deadline for Submission of Written Inquiries | July 14, 2017, 3 pm CDT |
| Responses to Vendor Questions | July 21, 2017, 3 pm CDT |
| Proposal Submission | August 21, 2017, 3 pm CDT |
| Oral Presentations/discussions to Evaluation Team (if required) | September 11, 2017 |
| Anticipated Award Decision/Contract Negotiation | September 25, 2017 |
| Contract Start Date | November 1, 2017 |

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Health by the date and time indicated in the Schedule of Activities.

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

An original and six (6) identical copies of the proposal shall be submitted.

The cost proposal must be in a separate sealed envelope and labeled “Cost Proposal”.

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 envelope sent 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 # 17-0921100-018
PROPOSAL DUE AUGUST 21, 2017, 3PM CDT
ASHLEY TANNER
SOUTH DAKOTA DEPARTMENT OF HEALTH
600 EAST CAPITOL AVENUE
PIERRE SD 57501**

All capital letters and no punctuation are used in the address. The Department of Health address as displayed should be the only information in the address field.

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.

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

By signing and submitting this proposal, the vendor 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 vendor 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 vendor 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 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the vendor 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.

1.9 VENDOR INQUIRIES

Vendors may make written or email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to Ashley Tanner at ashley.tanner@state.sd.us with the subject line "RFP # 17-0921100-018". If inquiries are submitted by mail the envelope should be addressed to: Ashley Tanner, South Dakota Department of Health, 600 E Capitol Avenue, Pierre SD 57501. Be sure to reference the RFP number in your letter.

The Department of Health prefers to respond to vendor's inquiries (if required) via e-mail. If a vendor does not indicate an email address, the State's response will be sent via fax. If no fax number is provided, the State will mail the response to the vendor. All vendors will be informed of any inquiries and the State's response. Vendors 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. Vendors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.10 PROPRIETARY INFORMATION

The proposal of the successful vendor(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. Vendors 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.

1.11 LENGTH OF CONTRACT

The length of the contract will be for one (1) year with the possibility of four (4) one year extensions, for a total of five (5) years.

1.12 GOVERNING LAW

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

1.13 DISCUSSIONS WITH VENDORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by a vendor 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 Vendor. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the vendor'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 CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1** The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of the RFP and by this reference incorporated herein.
- 2.2** The Contractor's services under this Agreement shall commence on _____ and end on _____, unless sooner terminated pursuant to the terms hereof.
- 2.3** The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$_____. The State will not pay Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL ch. 5-26.
- 2.4** The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of RFP and by this reference incorporated herein.
- 2.5** The services to be provided under the contract shall commence and terminate on mutually agreed upon dates. Terms for early termination shall be included in the agreement as negotiated by the parties.
- 2.6** The terms of the agreement shall state whether or not the Contractor will use State equipment, supplies or facilities. If the Contractor will use State equipment, supplies or facilities, the scope and conditions of such use will be clearly indicated in the agreement.
- 2.7** The Contractor will provide the State with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.
- 2.8** Unless otherwise negotiated and agreed upon by the parties, The State will make payment in compliance with the Prompt Payment Act, SDCL 5-26 for services provided under the contract.
- 2.9** The agreement shall indicate whether or not the State shall have the option to renew the agreement. If a renewal option is specified, the State shall have the option to renew the agreement (unless otherwise modified by a special contract term, condition, or specification), under the same terms and conditions, for one (1) year intervals. Notice of intent to renew shall be given by the State to the Contractor as mutually agreed upon prior to the end of the current contract term. If the notice of intent to renew is given, the Agreement shall renew unless terminated by either party pursuant to the Termination Provision of the Agreement.
- 2.10** The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents and employees.
- 2.11** Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this

Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.

- 2.12** The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor 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.
- 2.13** 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 _____ on behalf of the State, and by _____, on behalf of the Contractor, 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.
- 2.14** The Contractor, at all times during the term of the Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:
- A. Commercial General Liability Insurance:

The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000 for each occurrence and \$3,000,000 aggregate.
 - B. Worker's Compensation Insurance:

The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.
 - C. Business Automobile Liability Insurance:

Consultant shall maintain automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each accident. Such insurance shall include coverage for owned hired and non-owned vehicles.
 - D. Certificates of Insurance:

Prior to commencement of work under this Contract, Consultant shall furnish State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Contract and provide that such insurance shall not be canceled, except on 30 days' prior written notice to State. Consultant shall furnish copies of insurance policies if requested by State.
- 2.15** While performing services under agreement with the State, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.

- 2.16** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury, or death, to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery.

Contractor'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. Contractor'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 Contractor to report any event to law enforcement or other entities under the requirement of any applicable law.

- 2.17 Termination Provision:** The Agreement may be terminated by either party upon thirty (30) days providing written notice as mutually agreed and specified in the Agreement. In the event the Contractor breaches any of the terms or conditions of the Agreement, the Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under the Agreement. If after the State termination for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.

- 2.18** The Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for the intended purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, the 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.

- 2.19** The 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 thereof, and be signed by an authorized representative of each of the parties thereto.

- 2.20** The Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting the Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

- 2.21** The Contractor will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to the Agreement, and will be solely responsible for obtaining current information on such requirements.

- 2.22** In the event that any court of competent jurisdiction shall hold any provision of the Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision thereof.

- 2.23** All other prior discussions, communications and representations concerning the subject matter of the Agreement are superseded by the terms of the Agreement, and except as specifically provided therein, the Agreement constitutes the entire agreement with respect to the subject matter thereof.

- 2.24** Any notice or other communication required under the Agreement shall be in writing and sent to the appropriate address and individuals indicated in the Agreement, 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.

- 2.25** The Contractor may not use subcontractors to perform the services described in the Agreement without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of the Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with the Agreement. The Contractor 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.
- 2.26** (Contractor/Provider) is a Business Associate of the Department of Health pursuant to requirements of the Health Insurance Portability and Accountability Act, 45 CFR Parts 160 and 164 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act §§ 13400-13424, 42 U.S.C. §§ 17921-17954 (2009). State's Administrative Policies and Procedures Statement No. 24, as modified from time to time during the term of this agreement, is incorporated by reference and made a part of this agreement as if fully set forth herein.
- 2.27** CONFIDENTIALITY OF INFORMATION: For the purpose of the sub-paragraph, "State Proprietary Information" shall include all information disclosed to the Contractor by the State. Contractor 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. Contractor shall not: (i) disclose any State Proprietary Information to any third person unless otherwise specifically allowed under this contract; (ii) make any use of State Proprietary Information except to exercise rights and perform obligations under this contract; (iii) make State Proprietary Information available to any of its employees, officers, agents or Contractors except those who have agreed to obligations of confidentiality at least as strict as those set out in this contract and who have a need to know such information. Contractor 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. Contractor 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 Contractor; (ii) was known to Contractor 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 Contractor without the benefit or influence of the State's information; (v) becomes known to Contractor 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. Contractor 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 disclosure, either intentionally or inadvertently. The parties mutually agree that neither of them shall disclose the contents of the contract except as required by applicable law or as necessary to carry out the terms of the contract or to enforce that party's rights under this contract. Contractor 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 contract 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 Contractor will be required to undergo investigation.

- 2.28** CONFLICT OF INTEREST: Contractor agrees to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal organizational conflict of interest, or personal gain. Any potential conflict of interest must be disclosed in writing.

3.0 SCOPE OF WORK

- 3.1.** The Executive Secretary will oversee the licensing of massage therapists in South Dakota by issuing, denying, or revoking licenses, inspecting licensees as permitted by state law, and investigating complaints under the direction of the South Dakota Board of Massage Therapy and in compliance with SDCL 36-35. In 2016 and to date in 2017, the Board had two scheduled regular board meetings

- 3.2.** The duties of the Executive Secretary will include but are not limited to:
 - 3.2.1.** Oversee office administration
 - 3.2.1.1. Maintain appropriate licensee records.
 - 3.2.1.2 Process initial licensure and renewal applications.
 - 3.2.1.3 Oversee and coordinate applicant and licensee communications.
 - 3.2.1.4 Provide technical assistance to applicants, licensees, and public.
 - 3.2.1.5. Maintain confidentiality of licensee files.

 - 3.2.2.** Interpret, implement and administer federal and state statutes and administrative rules to ensure compliance and protect consumers.

 - 3.2.3.** Provide leadership to the Board to ensure continuity of operations.
 - 3.2.3.1. Advise the Board of laws, rules, issues, investigations and all other pertinent information to keep the Board informed and updated.
 - 3.2.3.2. Provide regular written reports to the Board as directed.
 - 3.2.3.3. Establish goals and priorities in consultation with the Board.
 - 3.2.3.3. Coordinate and attend all scheduled Board meetings and see that board directives are carried out. Frequency of regular board meetings – 2014 – 3; 2015 – 4; 2016 – 2; 2017 – 2 (to date).
 - 3.2.3.4. Coordinate and attend other Board meetings as necessary.
 - 3.2.3.5. Build and maintain relationships with key stakeholders to further the Board's mission.

 - 3.2.4.** Oversee licensing process to ensure that licenses are issued to qualified persons.
 - 3.2.4.1. Approve applications for licensure and renewal.
 - 3.2.4.2. Review, present, audit, and approve continuing education courses attended by licensees.
 - 3.2.4.3. Provide technical assistance to licensees and the public by answering questions regarding licensure laws and practice.
 - 3.2.4.4. Coordinate and evaluate licensing activity with other states for reciprocity purposes.

 - 3.2.5.** Draft proposed changes to state statute and administrative rules, coordinate the rules promulgation process, lobby legislators, and testify before legislative committees to ensure necessary laws and rules are created, updated, and remain consistent with the education of the massage therapy profession and for the protection of the public.

 - 3.2.6.** Oversee all fiscal activities of the Board to ensure proper controls over revenues and expenditures.

- 3.2.6.1. Monitor collection and deposit of revenues.
 - 3.2.6.2. Approve vouchers for expenditures.
 - 3.2.6.3. Complete monthly local and state reconciliations.
 - 3.2.6.4. Prepare for and provide support for any required financial audits.
 - 3.2.6.5. Draft annual budget proposal for Board approval.
 - 3.2.6.6. Maintain records and monitor budget.
 - 3.2.6.7. Negotiate contracts for required services according to established DOH procedures.
 - 3.4.6.8. Prepare and submit annual and other reports as requested by the Board and Department of Health.
- 3.2.7.** Coordinate board investigations of complaints against licensees and unlicensed practitioners as authorized pursuant to SDCL 36-35.
- 3.2.7.1. Initiate complaints against licensees on behalf of the Board.
 - 3.2.7.2. Analyze investigative materials and consult with legal counsel on the legal procedures.
 - 3.2.7.3. Present finding and recommendations to the Board or law judge to ensure violations are corrected.
 - 3.2.7.4. Schedule informal proceedings and disciplinary hearings.
 - 3.2.7.5. Serve as a resource in complaint proceedings by making reference to pertinent statutes and administrative rules to aid the Board when reviewing complaints for possible violations.
 - 3.2.8.6. Provide testimony at court hearings resulting from applicant or licensee appeals and alleged violations of massage therapy practice by unlicensed individuals.
 - 3.2.8.7. Register with and report disciplinary action to the U.S. Department of Health and Human Services National Practitioner Data Bank as required by federal law. Information regarding the National Practitioner Data Bank can be found at <https://www.npdb.hrsa.gov/>. A copy of the National Practitioner Data Bank Guidebook can be found at <https://www.npdb.hrsa.gov/resources/NPDBGuidebook.pdf>. It is the vendor's responsibility to ensure they can comply with the NPDB requirements.
- 3.3.** Research, gather, analyze, and inform the Board regarding the use and application of new policies and procedures, changes to industry standards, and changes to enhance the capability of the Board to better serve the public.
- 3.4.** Maintain and enhance current Board systems
- 3.3.1.** Administer and maintain the online licensure system utilized by the Board. The current system is a web-based database that requires no special equipment other than a current program to access the internet.
 - 3.3.2.** Maintain and update the Board website.
- 3.5.** Perform other work as assigned.
- 3.6.** Reporting Relationships:
- The Executive Secretary reports to the Board of Massage Therapy and the Department of Health Board Liaison.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 4.1** The vendor is cautioned that it is the vendor'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 vendor's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2** **Vendor's Contacts:** Vendors 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 buyer of record indicated on the first page of this RFP. Vendors 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. Vendors and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3** The vendor may be asked to submit a copy of their most recent audited financial statements.
- 4.4** Provide the following information:
- 4.4.1** Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
 - 4.4.2** Resources available to perform the work, including any specialized services, within the specified time limits for the project;
 - 4.4.3** Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
 - 4.4.4** Proposed project management techniques; and
 - 4.4.5** Ability and proven history in handling special project constraints.
- 4.5** Provide the following information related to at least three (3) previous or current service/contracts, performed by the vendor'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 (3) years.
- 4.5.1** 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;
 - 4.5.2** Dates of the service/contract; and
 - 4.5.3** A brief, written description of the specific prior services performed and requirements thereof.

5.0 PROPOSAL RESPONSE FORMAT

- 5.1** An original and six (6) copies shall be submitted.
- 5.1.1** In addition, the vendor should provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format. Vendors 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 vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the vendor. 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 vendor's assessment of the work to be performed, the vendor's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the vendor'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. 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. Vendors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.
- The cost proposal must be submitted in a separate sealed envelope labeled "Cost Proposal" as outlined in section 1.5 of this RFP.
- If a Vendor's technical proposal is not accepted by the State, the cost proposal will be returned to the Vendor unopened.
- 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:
 - 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** Proposed project management techniques;
 - 6.1.5** Availability to the project locale;
 - 6.1.6** Familiarity with the project local; and
 - 6.1.7** Ability and proven history in handling special project constraints.
- 6.2** Experience and reliability of the vendor's organization are considered subjectively in the evaluation process. Therefore, the vendor 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 vendor to perform the requirements of this RFP, whether from the vendor's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the vendor 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.

7.0 COST PROPOSAL

Submit a cost proposal of a breakdown of proposed contract amount to include personal services, office expenses, and travel costs. If costs are to be shared, please provide a breakdown.

The cost proposal will be evaluated independently from the technical proposal. Contractors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

The cost proposal must describe the following items for which the Contractor will expect reimbursement each year.

- A. Personnel Services
- B. Fringe Benefits
- C. Travel/Training of Personnel
- D. Supplies (office supplies, postage, printing, etc.)
- E. Operating (phone, rent, etc.)
- F. Administration (administrative fees/indirect costs at flat rate or percentage)

As described above in the Length of Contract, the length of the contract will be for a one-year period of time with the opportunity for the Board to renew the contract annually for up to five (5) years total. If the Contractor expects cost increases in subsequent years, increases must be clearly identified for each year.