

**SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY**  
**REQUEST FOR PROPOSAL**  
**RFP: 2024-24**  
**ON-SITE OCCUPATIONAL NURSE**  
**SEPTEMBER 18, 2024**

RFP Number: 2024-24  
Posted Date: September 18, 2024  
Questions Due: September 27, 2024  
~~Questions Answered: September 30, 2024~~  
Questions Answered: October 1, 2024  
Proposal Due Date: October 10, 2024

Request for proposal information:

The South Dakota Science and Technology Authority (SDSTA) is seeking proposals for a Full-Time On-Site Occupational Nurse at Sanford Underground Research Facility (SURF). Firms will be selected based on demonstrated competence and qualifications for the required work.

- a. This announcement is open to all businesses regardless of size. In order to be eligible for contract award the firm (individual) must be registered as a business entity with the South Dakota Secretary of State, the System for Award Management (SAM) and E-Verify.

Documents included in this Request for Proposal include:

- Draft Contract 2024-24
- Exhibit A: Insurance Requirements
- Exhibit B: Environment, Safety, and Health (ESH) Requirements
- Exhibit C: Scope of Work
- Exhibit D: Federal Terms and Conditions
- Exhibit E: Acknowledgement of Risk Waiver
- Exhibit F: Release, Agreement Not to Sue, and Waiver in Favor of Homestake Parties

## **1.0 Background**

SDSTA is a quasi-governmental agency established by the State of South Dakota to operate and manage SURF at the former Homestake Gold mine in Lead, SD. This facility has been rehabilitated and developed to support a variety of scientific experiments, including physics, biology, geology, and others.

## **2.0 Scope**

Contractor to provide a full-time on-site occupational health nurse to promote the health and safety of Sanford Underground Research Facility (SURF) employees. The scope and duties of the nurse will be agreed upon between Contractor and SURF dependent upon the determined hours/week worked by the nurse. General duties may include, but not limited to:

- Administer Hep A/B, Td, and Flu vaccinations/Maintain Records.
- Work with Industrial Hygienist (IH) representative to implement elements of the SURF Respiratory Protection Program, including performing Respirator Fit Testing and medical evaluations for respirator use.

- Perform Presumptive Drug and Alcohol Testing.
- Perform First Aid/Cardiopulmonary Resuscitation (CPR) Training and Certification.
- Work with IH representative to implement elements of the SURF Hearing Conservation Program, including performing baseline and annual audiograms (SURF has a hearing testing booth). Also attends third-party audiograms when required.
- Promote Health & Wellness and Perform Health & Wellness Training.
- Serve as a central point of contact for SURF employees for Work-related and Non-Work-related illness and injury – providing guidance and answering questions as needed.
- Perform Case Management for work-related injuries.
- Coordinate fitness for duty evaluations with provider including attending doctor appointments and working with SURFs workers’ compensation carrier etc.
- Perform First Aid including instructions for self-care within the realm of the position and the skills of the Occupational Nurse.
- Promote and Administer a Stretching Program at SURF.
- Promote and Administer a Fatigue Management Program at SURF.
- Prepares and presents updates to advisory committees.
- ADA Accommodation guidance regarding Reasonable Accommodation
- Performing and/or scheduling pre-employment physicals.
- Perform onsite medical evaluations for injured personnel onsite with the assistance of ERT personnel. Review any evaluation paperwork that ERT performs outside of normal working hours.
- Participate in office ergonomic workstation evaluations and “spot checks” when needed.
- Ensure that contact tracing is performed for communicable diseases if needed.
- Additional duties may be added as needed and as agreed on.

### 3.0 SDSTA Additional Requirements

- 3.1 Underground work-notification of hazard: involves minimal work in a former underground gold mine.
- 3.2 Licensing: Consultant shall secure in its name and at its expense all federal, state, and local licenses and permits required for completion of work under this Contract. Consultant shall provide proof of such licensure or permit to the SDSTA upon request.

### 4.0 Schedule

The activities noted in the Scope section above should commence following the award of the contract. The schedule for completion of this project is negotiable and flexible to accommodate the contractor’s availability. The proposed schedule for the project is:

RFP Posted .....	September 18, 2024
Questions Submitted .....	September 27, 2024 by 4pm
Q&A Posted .....	September 30, 2024 by 4pm
Q&A Posted .....	October 1, 2024 by 4pm
RFP Responses Due .....	October 10, 2024 by 4pm
Contract Awarded By (Target).....	October 18, 2024

## **5.0 Progress Reporting and Communication**

The SDSTA contact person for this work is Julie Ewing, Director of Environment, Safety & Health (ESH). She can be reached at 605-722-5086 or by email at [jewing@sanfordlab.org](mailto:jewing@sanfordlab.org).

## **6.0 Submission Requirements**

The bid in response to this RFP must contain the following:

- 6.1 Interested firms/individuals having the capabilities to perform these types of services are requested to submit a proposal not later than 4:00 PM on October 10, 2024.
- 6.2 Provide annual cost to perform work as outlined in section 2.0 for the entirety of the three-year contract
- 6.3 Provide list of three examples of similar work.
- 6.4 Provide list of project management complete with resumes and information about experience / qualifications.
- 6.5 Provide rate sheet for additional work that would be handled with a change-order to this contract.
- 6.6 Provide list of exceptions to scope of work listed in section 2.0 as necessary.

## **7.0 Proposal Requirements**

- 7.1 Bidders should submit an electronic copy (.pdf format) of the bid to:  
Eva M. Omdahl  
Contracts Specialist  
SD Science and Technology Authority  
630 East Summit Street  
Lead, SD 57754  
[eomdahl@sanfordlab.org](mailto:eomdahl@sanfordlab.org)
- 7.2 Questions must be sent in writing by email to Eva. Answers will be emailed to all prospective proposers and posted to the [sanfordlab.org](http://sanfordlab.org) website.
- 7.3 The bid period may be extended at the discretion of the SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers.
- 7.4 All communications regarding this procurement between RFP release and contract award shall be directed to Eva. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.

## **8.0 Selection Process**

The SDSTA will review all submitted bids for adherence to this request's requirements and capabilities and select the firm providing the Lowest Cost Technically Acceptable bid.