



GF&P – Electronic Bidding Guide

The State of South Dakota, Department of Game, Fish and Parks, has switched to an **electronic bidding platform**. Below is a step by step process with information and screen shots on submitting an electronic bid.

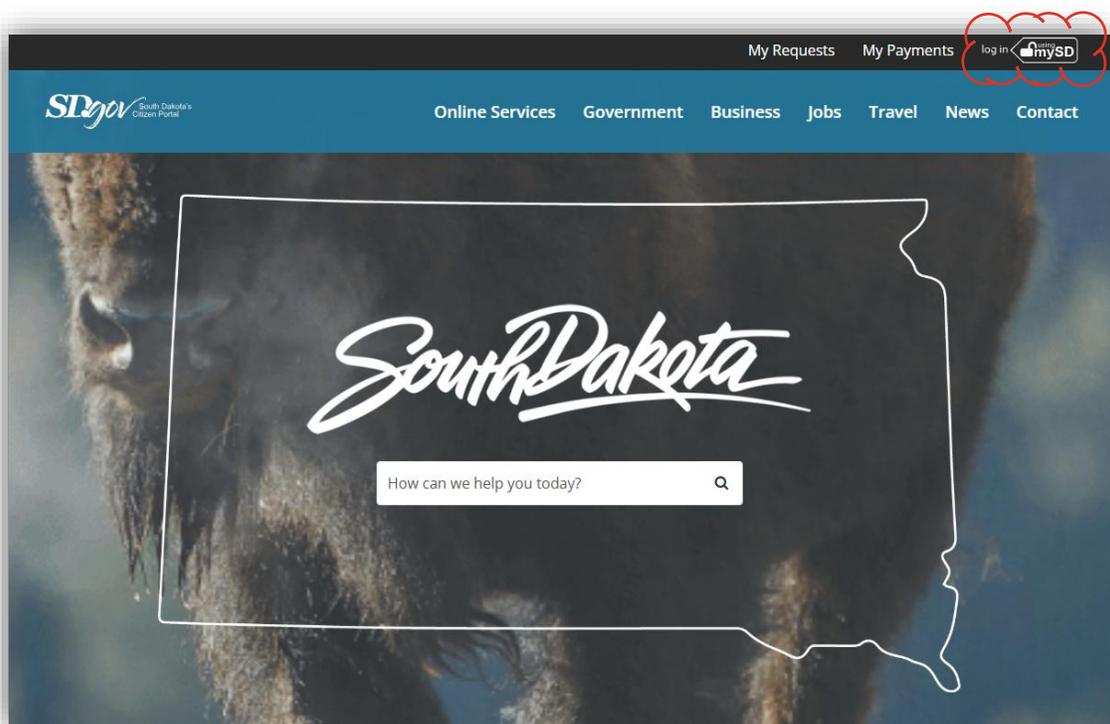
The State of South Dakota has switched to a “single sign on” platform for all State services at SD.gov using mySD. Bidders can create a firm dedicated account or use a personal account such as the ones created for hunting and fishing licenses. Business accounts are recommended but personal will work, just ensure that the account reflects a legal bidding entity.

Each project will have its own unique web address for bidding. This can be found in the advertisement on our website for that specific project, the builders exchanges advertisements, as well as the newspapers. If you ever have trouble finding the link, please reach out to GF&P at the contact information in the project’s advertisement and we can assist you. Please note that the system will automatically close at the advertised bid time. Bids not fully submitted prior to closing will not be accepted per SDCL.

Electronic Bidding Overview:

1. Create / Log in to SD.gov
2. Open Project Link
- 3.1. Initiate Bid
- 3.2. Log in to SD.gov if not already
4. Enter Firm Information
5. Enter Base Bid & Alternate Information
6. Enter Unit Prices
7. Bid Review / Submit
8. Bid Confirmation
9. Bid Modifications

Step 1: Create / Log in to SD.gov



1. Go to <https://www.sd.gov/cs> and click on the “log in using mySD” logo in the top right.
2. Enter the email you would like to use for a mySD account and click Continue.
3. Click on Sign up now to create a new mySD account.
4. Click Send verification code. *The verification code is only valid for 20 minutes, after which a new verification code will need to be sent.*
5. Do not leave the verification page or the code will not work. If checking your email from a browser, open a new browser or tab and navigate to the inbox of the email address you provided and locate the verification code that was sent from **donotreply@state.sd.us**.
6. Enter the verification code on the mySD verification code screen and click Verify Code.
7. Once the code had been verified, click Continue.
 - a. If you are prompted that the email id already exists, you will need to enter the password for your account or reset your password.
8. Upon successful email verification, you will then be prompted to enter profile information.
 - a. Create a new password and re-enter it to confirm.
 - i. Password must be between 8-64 characters and include three of the following:
 1. Lower case letter
 2. Upper case letter
 3. Number
 4. Symbol
 - b. Enter your first and last name in the corresponding fields.
 - c. You will then be prompted to enter your address information. Complete the fields and click Continue.
9. You will be prompted to enter your Phone Number for verification, then click Send Code to verify through text or Call Me to verify through a phone call.
10. Enter the verification code that was sent to you through text or call and click Verify Code.

Step 2: Open Project Link

Once you have ensured that you have an SD.gov account, you can submit a bid on a GF&P project.

Bookmark this URL - <https://gfp.sd.gov/bids-contracts/>

Project Bid and Contracts

We have created a Zoom account for individuals to watch the bid openings.

[Join online via Zoom for Bid Openings](#)

[Electronic Bidding Guide](#)

The South Dakota Game, Fish and Parks contracts for construction projects through a bid process and for other services through a Request for Proposals (RFP) process.

Plan Requests: please email GFPPlanRequest@state.sd.us and include the following information: project name and location, business name and contact information (address, phone, email). Your plans will be sent to the email provided and your business will be added to the Planholders List.

Construction Projects

Job Description	County	Bid Date/Time (CT)	Bid Link	Plan Holders	Addenda	Bid Tab
Parking Area Construction - Lewis & Clark Rec Area	Yankton	March 24, 2026, 3:15 PM CT	Bid Link	Yes		
Indoor Fish Cleaning Station - Lake Kampeska	Codington	March 12, 2026, 3:00 PM CT		Yes	Add01	
Gravel Surfacing - Custer State Park	Custer	October 21, 2025, 3:30 PM CT		Yes	Add01	Yes
Bank Stabilization - George S. Mickelson Trail	Pennington	September 18, 2025, 3:30 PM CT		Yes	Add01	Yes
Boat Ramp Parking Expansion - Walker's Point Rec Area	Lake	September 9, 2025, 3:30 PM CT		Yes		Yes
Dimock Primary Spillway Repairs - Dimock Dam	Hutchinson	September 4, 2025, 3:30 PM CT		Yes	Add01	Yes
Auxiliary Spillway Repairs - Dimock Dam	Hutchinson	September 4, 2025, 3:00 PM CT		Yes	Add01	Yes

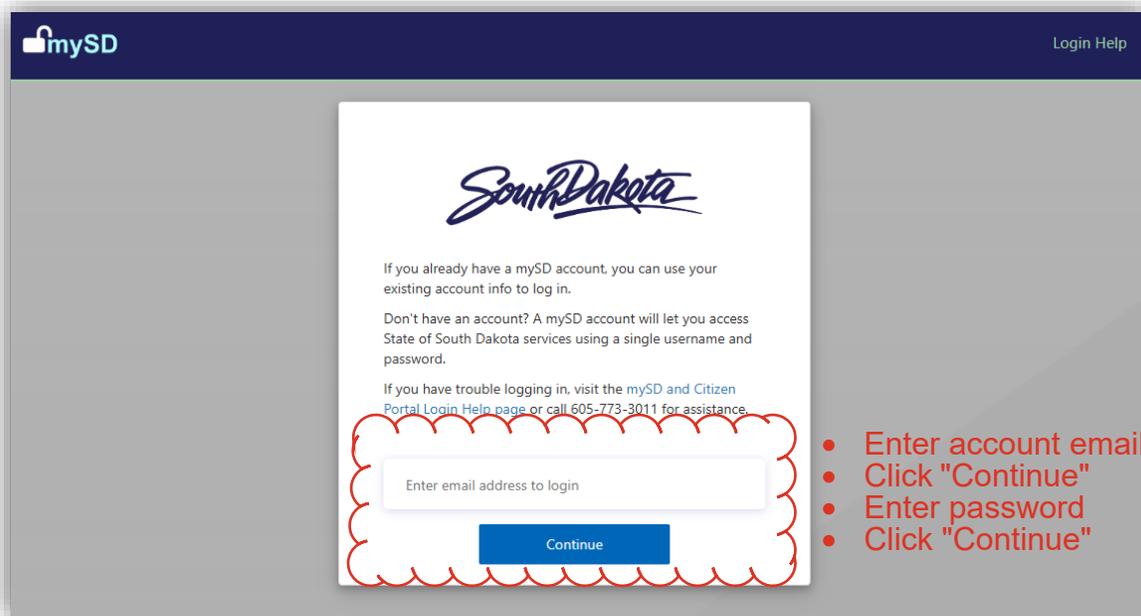
After clicking the desired project to bid on, you will be directed to the project's bid page with the relevant information on it. Note that you will see "BOA OSE Electronic Bidding," this is normal. OSE is the owner of the bidding platform, shared with multiple Departments within the State of South Dakota.

Step 3.1: Initiate Bid



Click "Submit Bid" Button

Step 3.2: Log in to SD.gov



- Enter account email
- Click "Continue"
- Enter password
- Click "Continue"

Step 4: Enter Firm Information

SD.gov South Dakota's Smart Portal

Online Services Government Business Jobs Travel News Contact

Home > Overview > OSE Electronic Bidding - GF&P Test Project

OSE Electronic Bidding - GF&P Test Project

Step 1 of 4 (25% completed) ^

- Project
- Bid Information
- Unit Prices
- Review

OSE #:
Test GF&P Online Bidding Project

Project Name:
GF&P Test Project

Project Location:
Test Location

Project Campus:
Test Campus

Bid Opening Date
03/02/2026 12:00:00

The undersigned, being familiar with the local conditions affecting the work, and with the Contract Documents, including the Invitation to Bid, Instructions to Bidders, Bid Form, Explanation of Alternates, Modification to Bid Form, Bid Bond Form, Performance and Payment Bond, Acknowledgment of Surety, Sample Certification of Surety, Non-Resident Bidder Affidavit, Form of Agreement for Construction, General Conditions, Special Conditions, Technical Specifications, Plans and Addenda which govern the purchase of material and labor and the awarding of contracts hereby proposes to do all the work and provide all the material and equipment which pertains to this project.

*Bidder:
Test Company Name

*Name Of Firm's Representative:
Test Rep Name

*Phone
(111) 111-1111

*Email
testfirm@firm.com

*Firm's Business Address:
Test Firm Address

*State of Incorporation:
Test - SD LLC

Enter Bidder/Firm Information

 Add attachments

Click once all information has been filled out → **Next**

Step 5: Enter Base Bid & Alternate Information

SD.gov South Dakota's Citizen Portal

Online Services Government Business Jobs Travel News Contact

Home > Overview > OSE Electronic Bidding - GF&P Test Project

OSE Electronic Bidding - GF&P Test Project

Step 2 of 4 (50% completed)

- Project
- Bid Information**
- Unit Prices
- Review

*Dollar amount: \$

5000000.00 ← Enter Base bid

Review

\$5,000,000.00

*Only applicable for bid is greater than \$100,000: Uploaded to this proposed bid is a copy of a 10% bid bond, for the base bid and all alternates, issued by a surety authorized to do business in the state of South Dakota, in the amount of

500000 ← Enter 10% Bid Bond amount (if applicable)

Review

\$500,000.00

Please attach a copy of your Bid Bond. At the bottom of the page you will see the "Add Attachment" paperclip icon.

Check this box if you have mailed a certified check or cashier's check in the amount of 5% of the base bid and all add alternates in lieu of a 10% bid bond. Mailing address: Office of the State Engineer, 523 East Capitol Ave, Pierre SD 57501

Please click on the pencil icon in the Actions column below and enter an Alternate bid for each line item.

*Bid Information

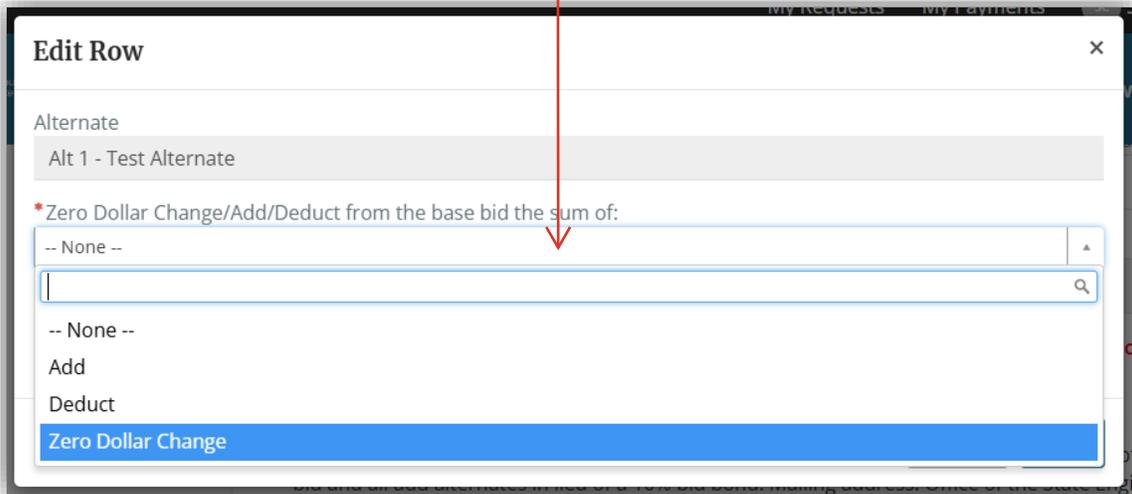
Actions	Alternate	Zero Dollar Change/Add/Deduct from the base bid the sum of:	DOLLARS \$
	Alt 1 - Test Alternate	Add	999
	Alt 2 - Test Alternate	Zero Dollar Change	
	Alt 3 - Test Alternate	Deduct	7

Click the pencil icon to enter Alternate information. A popup window will appear. Do for each Alt.

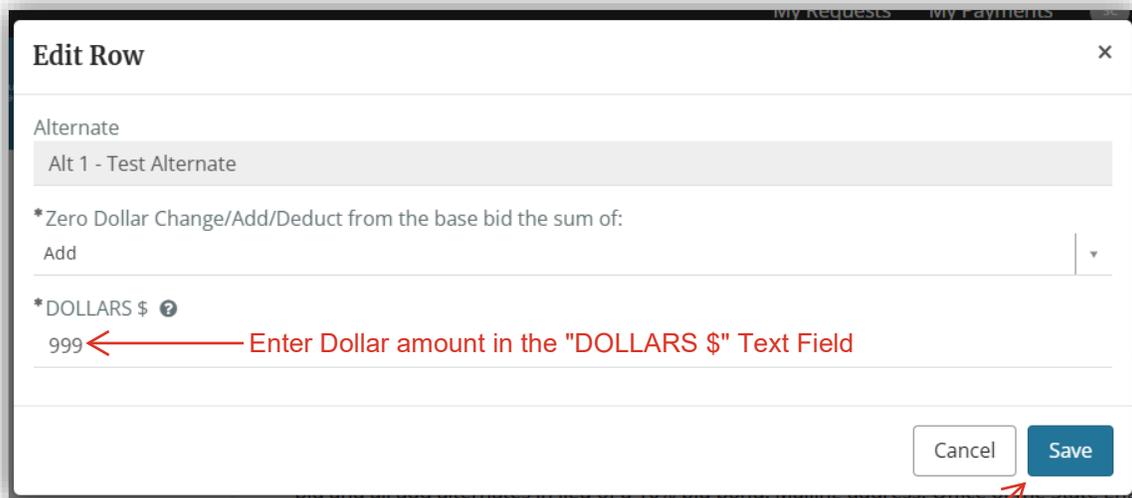
Click "Add attachments" to attach bid bond → Add attachments

Back Next

In the Alternate popup window, click the drop down and select Add / Deduct / Zero Dollar Change



The screenshot shows the 'Edit Row' popup window. At the top, there is a close button (X). Below it, the 'Alternate' section contains a text field with the value 'Alt 1 - Test Alternate'. Underneath, there is a label '*Zero Dollar Change/Add/Deduct from the base bid the sum of:' followed by a dropdown menu. The dropdown menu is open, showing options: '-- None --', 'Add', 'Deduct', and 'Zero Dollar Change' (which is highlighted in blue). A red arrow points from the instruction above to the dropdown menu.



The screenshot shows the 'Edit Row' popup window. The 'Alternate' section still contains 'Alt 1 - Test Alternate'. Below it, the label '*Zero Dollar Change/Add/Deduct from the base bid the sum of:' is followed by a dropdown menu showing 'Add'. Below this, there is a label '*DOLLARS \$' with a help icon. A text field contains the value '999'. A red arrow points from the instruction below to this text field. At the bottom right, there are two buttons: 'Cancel' and 'Save'. A red arrow points from the instruction below to the 'Save' button.

Click "Save" button. Do this for each Alternate

OSE Electronic Bidding - GF&P Test Project

Step 2 of 4 (50% completed) ^

- Project
- Bid Information
- Unit Prices
- Review

*Dollar amount: \$

5000000.00

Review

\$5,000,000.00

*Only applicable for bid is greater than \$100,000: Uploaded to this proposed bid is a copy of a 10% bid bond, for the base bid and all alternates, issued by a surety authorized to do business in the state of South Dakota, in the amount of

500000

Review

\$500,000.00

Please attach a copy of your Bid Bond. At the bottom of the page you will see the "Add Attachment" paperclip icon.

Check this box if you have mailed a certified check or cashier's check in the amount of 5% of the base bid and all add alternates in lieu of a 10% bid bond. Mailing address: Office of the State Engineer, 523 East Capitol Ave, Pierre SD 57501

Please click on the pencil icon in the Actions column below and enter an Alternate bid for each line item.

*Bid Information

Actions	Alternate	Zero Dollar Change/Add/Deduct from the base bid the sum of:	DOLLARS \$
	Alt 1 - Test Alternate	Add	999
	Alt 2 - Test Alternate	Zero Dollar Change	
	Alt 3 - Test Alternate	Deduct	7

Add attachments

Back

Next

Once all information has been entered, click the "Next" button. This will take you to the Unit Prices section.

Step 6: Enter Unit Prices

SD.gov South Dakota's Citizen Portal

Online Services Government Business Jobs Travel News Contact

OSE Electronic Bidding - GF&P Test Project

Step 3 of 4 (50% completed)

- Project
- Bid Information
- Unit Prices
- Review

* Indicates required

For changing quantities of work items from those indicated by the contract drawings upon written instruction from the Architect and State Engineer, the following unit prices shall prevail:

Please click on the pencil icon in the Actions column below and enter a Unit Price for each line item.

Actions	Item:	Addenda	Unit:	Quantity:	Unit Price:	Total Price:
	UP 1 - Test		LS	1		
	UP 2 - Test		CuFt	12		
	UP 3 - Test		Acre	3		

*Please review your unit prices and then check the box below to proceed to verifying the total

I confirm my unit prices filled out above are correct.

Required information : Click to focus on missing information.

Please review your unit prices and then check the box below to proceed to verifying the total

[Add attachments](#)

[Back](#) [Next](#)

Edit Row

Item:
UP 1 - Test

Addenda

Unit:
LS

Quantity:
1

*Unit Price:
x. 5000.50 or 5000

Total Price:

[Cancel](#) [Save](#)

Enter Unit Price

Click Save

Do this process for each Unit Price

OSE Electronic Bidding - GF&P Test Project

Step 3 of 4 (75% completed) ^

- ✓ Project
- ✓ Bid Information
- ✓ Unit Prices
- Review

For changing quantities of work items from those indicated by the contract drawings upon written instruction from the Architect and State Engineer, the following unit prices shall prevail:

Please click on the pencil icon in the Actions column below and enter a Unit Price for each line item.

Unit Prices

Item:	Addenda	Unit:	Quantity:	Unit Price:	Total Price:
UP 1 - Test		LS	1	66	\$66.00
UP 2 - Test		CuFt	12	12	\$144.00
UP 3 - Test		Acre	3	3	\$9.00

*Please review your unit prices and then check the box below to proceed to verifying the total

I confirm my unit prices filled out above are correct.

Review

\$219.00

The above unit prices shall include all labor, materials, bailing, shoring removal, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for. Changes shall be processed in accordance with Article 14 of the General Conditions.

The Owner also reserves the unrestricted privilege to reject any unit prices for additions to or deductions from the scheduled amount of work as given in the Bid, if the same are considered excessive or unreasonable, or to accept by including the same in the contract as unit prices applicable in the event of addition to or deduction from the work to be performed under the contract, any or all such unit prices which may be considered fair or reasonable.

 Add attachments

[Back](#)

[Next](#)

Once all the unit price information has been entered, click the box to confirm that everything is correct.

Once all Unit Price information has been entered and double checked for accuracy, click the "Next" button to move on to the final step.

Step 7: Bid Review & Submit

Review entered information for accuracy

The screenshot shows the 'Review' step of a bidding process on the SD.gov website. The page title is 'OSE Electronic Bidding - GF&P Test Project'. A progress indicator shows 'Step 4 of 4 (75% completed)'. A sidebar on the left lists the steps: Project, Bid Information, Unit Prices, and Review (the current step). The main content area is titled 'Review' and contains several sections:

- A table of contents with three items: 'Project', 'Bid Information', and 'Unit Prices', each with an upward-pointing arrow.
- A note: '* Indicates required'.
- A paragraph: 'The above bid includes all applicable State and Municipal Sales and Use Taxes on materials, and State and Municipal Excise Taxes and all other State and Federal Taxes that would affect the amount of the bid. (See Instructions to Bidders-SD Sales and Use Tax Information for Public Contracts.)'
- A text input field for 'In addition, any material furnished by the State for use in this project is subject to Use Tax and Excise Tax. The total taxable value of materials furnished by the State for this project is:' with the value '0.00' entered.
- A paragraph: 'A Performance and Payment Bond as required by General Conditions will not be required on contracts which do not exceed One Hundred Thousand Dollars (\$100,000). (See SDCL 5-21-1.1 as amended). If discrepancies remain at the time of substantial completion, a value will be assigned to each of the discrepancies and two (2) times their estimated value will be retained from payment to the Contractor until completed and accepted. (See SDCL 5-18-13 as amended).'
- A paragraph: 'Within ten (10) days after Contractor's receipt of the Agreement for Construction, the Contractor shall submit to the Office of the State Engineer, the executed Agreement for Construction, Performance and Payment Bond, Certificates of Insurance and Affirmative Action Plan (if applicable).'
- A text input field for 'Work shall be commenced within ten (10) consecutive calendar days after written Notice to Proceed by the State Engineer and shall be substantially completed by:' with the date '03/02/2026' entered.
- A final paragraph: 'The undersigned acknowledges that they have read and understand the Asbestos-Containing Materials Statement contained in the project manual.'

In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids and to waive any irregularities. It is further understood by the Bidder that he may not withdraw their Bid within 30 days after the actual opening thereof.

In submitting this bid, bidder asserts they have reviewed all provisions of the General Conditions including the provision for assessment of liquidated damages found in Article 10 of the General Conditions. Bidder agrees that the damages anticipated by the Owner in the event of delay in completion of the project are uncertain in amount and difficult to prove; the amount stipulated in Article III of the Agreement for Construction is a reasonable amount in light of the anticipated loss and injury; and the Owner's actual damages in the event of delay would be impracticable or extremely difficult to fix. Bidder agrees to be bound by the liquidated damages set forth in Article III of the Agreement for Construction. Bidder further agrees that the liquidated amount stipulated in Article III of the Agreement for Construction is not a penalty.

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.

After review and acknowledgment, click this bubble

*The signer acknowledges that they have read, understand, and agree to the information stated in the Instructions to Bidders
 Yes

If you need to withdraw your bid after it's submitted, please click on the "Take Action" tab. You will see a Close Request button there.

Submit

Required information : Click to focus on missing information.

The signer acknowledges that they have read, understand, and agree to the information stated in the Instructions to Bidders

 Add attachments

Back

*The signer acknowledges that they have read, understand, and agree to the information stated in the Instructions to Bidders
 Yes

If you need to withdraw your bid after it's submitted, please click on the "Take Action" tab. You will see a Close Request button there.

Submit

 Add attachments

Now you can click "Submit" to officially submit the bid.

Back

Step 8: Bid Confirmation

SDgov South Dakota's Citizen Portal

Online Services Government Business Jobs Travel News Contact

Home > OSE Electronic Bidding - GF&P Test Project

OSE Electronic Bidding - GF&P Test Project

Request Confirmation

The page will reload with the "Request Confirmation" and a green check mark to show that you have successfully placed your bid.

Congratulations!

Thank you for submitting request GOVCS0107760

[View Request](#)

[Go Home](#)

Note: "Bid Received"

SDgov South Dakota's Citizen Portal

Online Services Government Business Jobs Travel News Contact

Home > GOVCS0107760

OSE Electronic Bidding - GF&P Test Project

GOVCS0107760 Bid Received

Details

Opened 03/02/2026 11:58:01	Task type Office of the State Engineer	Updated 03/02/2026 11:58:02
-------------------------------	---	--------------------------------

[Bid Details](#) [Comments](#) [Attachments](#) [Take Action](#)

Variables

OSE #:

Project Name:

Project Location:

Project Campus:

Bid Opening Date:

The undersigned, being familiar with the local conditions affecting the work, and with the Contract Documents, including the Invitation to Bid, Instructions to Bidders, Bid Form, Explanation of Alternates, Modification to Bid Form, Bid Bond Form, Performance and Payment Bond, Acknowledgment of Surety, Sample Certification of Surety, Non-Resident Bidder Affidavit, Form of Agreement for Construction, General Conditions, Special Conditions, Technical Specifications, Plans and Addenda which govern the purchase of material and labor and the awarding of contracts hereby proposes to do all the work and provide all the material and equipment which pertains to this project.

*Bidder:

*Name Of Firm's Representative:

Step 9: Bid Modifications

Log into SD.gov with bidder credentials and click "My Requests" at the top to see a list of bids entered on SD State projects.

My Requests My Payments User Name

SD.gov South Dakota's Citizen Portal

Online Services Government Business Jobs Travel News Contact

Home > My Requests

My Requests

View Open requests Search open requests

Request	State	Updated
OSE Electronic Bidding - GF&P Test Project Office of the State Engineer 03/02/2026 11:58:02	Bid Received	1m ago

Click the Project description that you wish to view/modify

SD.gov South Dakota's Citizen Portal

Online Services Government Business Jobs Travel News Contact

Home > GOVCS0107760

OSE Electronic Bidding - GF&P Test Project

GOVCS0107760 Bid Received

Details

Opened 03/02/2026 11:58:01	Task type Office of the State Engineer	Updated 03/02/2026 11:58:02
-------------------------------	---	--------------------------------

Bid Details Comments Attachments Take Action

Variables

OSE #:
Test GF&P Online Bidding Project

Project Name:
GF&P Test Project

Project Location:
Test Location

Project Campus:
Test Campus

Bid Opening Date
03/02/2026 12:00:00

The undersigned, being familiar with the local conditions affecting the work, and with the Contract Documents, including the Invitation to Bid, Instructions to Bidders, Bid Form, Explanation of Alternates, Modification to Bid Form, Bid Bond Form, Performance and Payment Bond, Acknowledgment of Surety, Sample Certification of Surety, Non-Resident Bidder Affidavit, Form of Agreement for Construction, General Conditions, Special Conditions, Technical Specifications, Plans and Addenda which govern the purchase of material and labor and the awarding of contracts hereby proposes to do all the work and provide all the material and equipment which pertains to this project.

*Bidder:
Test Company Name

*Name Of Firm's Representative:
Test Rep Name

Scroll down to view information and edit

Modify desired bid items

*Dollar amount: \$
5000000

Review
\$5,000,000.00

Please click on the pencil icon in the Actions column below and enter an Alternate bid for each line item.

Bid Information

Actions	Alternate	Zero Dollar Change/Add/Deduct from the base bid the sum of:	DOLLARS \$
 	Alt 1 - Test Alternate	Add	12
 	Alt 2 - Test Alternate	Deduct	123
 	Alt 3 - Test Alternate	Add	1243134

For changing quantities of work items from those indicated by the contract drawings upon written instruction from the Architect and State Engineer, the following unit prices shall prevail:

Please click on the pencil icon in the Actions column below and enter a Unit Price for each line item.

Unit Prices

Actions	Item:	Addenda	Unit:	Quantity:	Unit Price:	Total Price:
 	UP 1 - Test		LS	1	123	\$123.00
 	UP 2 - Test		CuFt	12	123	\$1,476.00
 	UP 3 - Test		Acre	3	123	\$369.00

Please review your unit prices and then check the box below to proceed to verifying the total

I confirm my unit prices filled out above are correct.

Review
\$1,968.00

SD.gov South Dakota's Citizen Portal

Online Services Government Business Jobs Travel News Contact

Home > GOVCS0107860

Construction is a reasonable amount in light of the anticipated loss and injury, and the Owner's actual damages in the event of delay would be impracticable or extremely difficult to fix. Bidder agrees to be bound by the liquidated damages set forth in Article III of the Agreement for Construction. Bidder further agrees that the liquidated amount stipulated in Article III of the Agreement for Construction is not a penalty.

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.

*The signer acknowledges that they have read, understand, and agree to the information stated in the Instructions to Bidders

Yes

If you need to withdraw your bid after it's submitted, please click on the "Take Action" tab. You will see a Close Request button there.

Save

Remember to Click Save

Any Questions, call or email the GF&P Engineering department.

Happy Bidding!
