



**REQUEST FOR PROPOSALS # 33501-172537
AMENDMENT # 1
FOR COMMISSION ON FIRE FIGHTING PERSONNEL
STANDARDS AND EDUCATION FIELD
REPRESENTATIVES FOR
EAST TENNESSEE**

DATE: January 10, 2017

RFP # 33501-172537 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		CONFIRMED
2. Disability Accommodation Request Deadline	2:00 p.m.	CONFIRMED
3. Notice of Intent to Respond Deadline	2:00 p.m.	CONFIRMED
4. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
5. State Response to Written "Questions & Comments"		January 11, 2017
6. Response Deadline	2:00 p.m.	January 18, 2017
7. State Completion of Technical Response Evaluations		January 25, 2017
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	January 25, 2017
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	January 30, 2017
10. End of Open File Period		February 6, 2017
11. State sends contract to Contractor for signature		February 7, 2017
12. Contractor Signature Deadline	2:00 p.m.	February 13, 2017

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 Bank reference: I have a bank for personal finances, should I still attempt to get a letter from them for good standing?	A statement of good standing from your banking institution should be submitted as part of your proposal.
2 Regarding section A.4 “positive credit references” I only buy thing on a personal level not for business. Should I still attempt to find references.	Personal references can be provided in lieu of business references in the event you are responding to the RFP in your personal capacity.
3 Regarding section A.5 credit report: I obtained my credit history and it is around 100 pages of history do you need all pages? Also, it’s just my credit history no score, is this acceptable?	If you are responding to the RFP in your personal capacity (i.e., not as a business entity) a summary of your credit report, usually provided in the first few pages of your credit history, is sufficient, although you may provide as much or as little as you feel will meet the requirements of the RFP.
4 I have been an adjunct faculty member for Northeast State Community College (TBR Institution) for the last few semesters. Am I still eligible to submit a proposal?	The State shall not consider a response from an individual who is, or within the past six (6) months has been, a State employee. For purposes of this RFP, a current or prior employee of a Tennessee Board of Regents institution is NOT deemed a State employee and therefore a response shall be considered by the State.
5 Is there any data regarding standardized rates or historical data that may be available?	Contract 39312, for a West Tennessee Field Representative, is \$240 per written exam administered; \$250 per exam to administer or assist in the administration of practical exams, \$370 per exam to administer combined written/practical exams; and \$20 per exam to grade Fire Officer 1 examinations. The maximum liability of this five (5) year contract is \$105,450.00. Contract 38591, for a West Tennessee Field Representative, is \$205.70 per written exam administered; \$250.12 per exam to administer or assist in the administration of practical exams, \$283.52 per exam to administer combined written/practical exams; and \$22 per exam to grade Fire Officer 1 examinations. The maximum liability of this five (5) year contract is \$93,536.40.

QUESTION / COMMENT	STATE RESPONSE
	<p>Contracts 37898 and 37899, for a Middle Tennessee Field Representative and East Tennessee Field Representative, respectively, are \$267.50 per written exam administered; \$250.00 per exam to administer or assist in the administration of practical exams, \$445.00 per exam to administer combined written/practical exams; and \$8.50 per exam to grade Fire Officer 1 examinations. The maximum liability on each of these five (5) year contracts is \$113,575.00.</p>
<p>6 "Respondents Legal Entity Name": is this my full name or does this mean I need a business to be awarded this contract??</p>	<p>Proposals should include the Respondent's legal name. A business entity is not required in order to be granted a contract award.</p>
<p>7 Are there any guiding documents available besides the directions for the proposer?</p>	<p>The instructions provided within the RFP apply solely to this RFP. Additional general information regarding the procurement process can be found at the State's procurement website, located at https://teamtn.gov/cpo/</p>

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.