



STATE OF TENNESSEE  
Department of Corrections

**REQUEST FOR PROPOSALS # 32901-31243-23  
AMENDMENT # 2  
FOR OFFENDER MANAGEMENT SYSTEM SERVICES**

DATE: February 2, 2024

RFP # 32901-31243-23 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		December 21, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	December 28, 2023
3. Pre-response Conference	2:00 p.m.	January 3, 2024
4. Notice of Intent to Respond Deadline	2:00 p.m.	January 4, 2024
5. Written "Questions & Comments" Deadline	2:00 p.m.	January 9, 2024
6. State Response to Written "Questions & Comments"		January 24, 2024
7. "Additional Clarifications and Questions" Deadline	2:00 p.m.	January 30, 2024
8. State Response to "Additional Clarifications and Questions"		February 2, 2024
9. RFP Response Deadline	2:00 p.m.	February 28, 2024
10. State Completion of Technical Response Evaluations		March 20, 2024
11. State Schedules Respondent Oral Presentations		March 22, 2024
12. Oral Presentations / Demos	9 a.m. – 4 p.m.	April 1 – 5, 2024
13. State Opening & Scoring of Cost Proposals		April 8, 2024
14. Negotiations (Optional)		April 9-10, 2024
15. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	April 12, 2024
16. End of Open File Period		April 19, 2024
17. State sends contract to Contractor for signature		April 22, 2024
18. Performance Bond Deadline		April 23, 2024
19. Contract Signature Deadline		April 24, 2024

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.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>1. In light of the recent changes to Section 1.10 "Performance Bond" where the State has lowered the performance bond amount to 25% of the total contract amount, we kindly request an extension to the RFP response deadline to allow us and other vendors to refine our proposal. As this was a threshold issue for many vendors to even consider bidding, we need additional time to submit a quality response.</p>	<p>The response deadline will be extended until Wednesday, February 28<sup>th</sup> at 2:00PM U.S. Central Time.</p>
		<p>2. Would the State consider extending the RFP proposal due date to allow bidders to create the most optimal response for the DOC?</p>	<p>Please see the Response to Question Number 1.</p>
<p>A.13. The Contractor shall limit resources to US-based (onshore) resources only.</p>	<p>101</p>	<p>3. Can you please confirm for workstreams like functional testing where we will not be touching production data at all, if offshore resources will be allowed for such workstreams on engagement?</p>	<p>As stated in the RFP A.13. "The Contractor shall limit resources to U.S.-based (onshore) resources only."</p>
<p>A.6.P.I- Performance testing</p>	<p>80</p>	<p>4. Can you please confirm if state will provide the license for tools such as Load runner for performance testing?</p>	<p>As stated in the RFP A.6.p. "The Contractor shall be responsible for all aspects of the system and integration testing." Required licenses will not be provided by the State.</p>

<p>A.4.f. OCM Services</p>	<p>38</p>	<p>5. We understand the Contractor is assisting the State and Deloitte with OCM activities. How many OCM resources and what OCM activities will State / Deloitte be performing? How much OCM assistance are you anticipating being required from the Contractor?</p>	<p>State professionals, the awarded Contractor, and other contractor(s) employed by the State will all play roles in Organizational Change Management (OCM).</p> <p>The number of OCM resources to be provided by the State's STS OCM team and by Deloitte is not specifiable at this time, but a sufficient number of dedicated resources will be provided for this effort and the number may fluctuate through the project, based on activities and needs.</p> <p>As noted in Pro Forma Contract Section A.6.s. "Organizational Change Management (OCM) Plan" the Contractor must develop the OCM Plan that establishes the strategies and activities necessary to ready TDOC for the transition from paper to electronic systems and deliver that OCM Plan to the State for review, feedback, and approval. The Contractor shall execute portions of the OCM Plan, as mutually agreed upon by the State and the Contractor during the life of the engagement, per the Pro Forma's specifications. Deloitte will provide OCM services to assist with the implementation of organizational design, training strategy, communications, and stakeholder engagement for the duration of the project in collaboration with the awarded Contractor and other State Professionals. Without referencing and seeing the Contractor's OCM Plan, it is not possible to delineate specific activities and responsibilities across the stakeholder groups, but this will be done collaboratively with the Contractor during the Contractor's delivery, State's review, and State's approval of the OCM Plan.</p>
<p>1.1 Statement of Procurement Purpose</p>	<p>1</p>	<p>6. How many of the 5,500 total users will be Trust Accounting users?</p>	<p>It is possible that any and all of the 5,500 users (with expected growth) could be accessing Trust Accounting information, periodically, in accordance with their role-based access permissions.</p>

3.1.1.	9	<p>7. Do our technical responses to the mandatory requirement items from Attachment 6.2 need to include the Mandatory Requirement Item text or can we just include the Item Ref. and our response?</p> <p>Example 1:  A.1. Provide the Statement of Certifications and Assurances (RFP Attachment 6.1.) completed and signed by an individual empowered to bind the Respondent to the provisions of this RFP and any resulting contract. The document must be signed without exception or qualification.</p> <p><i>[Bidder Response]</i></p> <p>Example 2:  A.1 <i>[Bidder Response]</i></p>	<p>Please respond to the RFP by including the Section A Mandatory Item text as outlined in Example 1.</p>
3.1.1.1.	9	<p>8. It states that we should use the guide as a table of contents for our technical responses to Attachment 6.2. Does the table of contents count against the 100-page limit allowed for attachment 6.2?</p>	<p>The Table of Contents does not count against the page count.</p>
Pro Forma Contract Attachment 2 Applicable TDOC Policies	128	<p>9. The Pro Forma Contract Attachment Two - Applicable TDOC Policies section of the RFP states "Please see Attachment Two titled Pro Forma Att. 2 Applicable TDOC Policies". We do not see any documents with this name. Can you please include that attachment?</p>	<p>These documents are provided on the State website in a zip folder under the link to Policies and Forms. This can be found at the following link.  <a href="https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/request-for-proposals--rfp--opportunities1.html">https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/request-for-proposals--rfp--opportunities1.html</a></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.