



STATE OF TENNESSEE  
Department of Corrections

**REQUEST FOR PROPOSALS # 32901-31283  
AMENDMENT # 1  
FOR GPS Electronic Monitoring**

DATE: March 21, 2023

RFP # 32901-31283 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		March 13, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	March 17, 2023
3. Pre-response Conference	1:00 p.m.	March 22, 2023
4. Notice of Intent to Respond Deadline	2:00 p.m.	March 29, 2023
5. Written "Questions & Comments" Deadline	2:00 p.m.	April 13, 2023
6. State Response to Written "Questions & Comments"		May 4, 2023
7. Additional Written "Questions & Comments" Deadline	2:00 p.m.	May 12, 2023
8. State Response to Additional Written "Questions & Comments"		June 9, 2026
9. Response Deadline	2:00 p.m.	July 10, 2023
10. State Schedules Respondent Oral Presentation		July 18, 2023
11. Respondent Oral Presentation	8 a.m.-4:30 p.m.	August 2, 2023
12. State Completion of Technical Response Evaluations (RFP Att.6.2., Sections B, C & D)		August 22, 2023
13. State Schedules Field Testing & Demonstrations		August 29, 2023

14. State Field Testing & Demonstrations		September 11,-September 22, 2023(Respondent 1)  September 25-October 6, 2023 (Respondent 2)  October 9-20, 2023 (Respondent 3)
15. State Completes Scoring of Field Testing Results (RFP Attachment 6.2., Section E)		November 9, 2023
16. State Opening & Scoring of Cost Proposals	2:00 p.m.	November 10, 2023
17. Cost Negotiations with the Central Procurement Office		November 13-21, 2023
18. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	November 27, 2023
19. End of Open File Period		December 6, 2023
20. State sends contract to Contractor for signature		December 8, 2023
21. Contractor Signature Deadline	2:00 p.m.	December 18, 2023

**2. Delete RFP section 1.4.2.1 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

1.4.2.1. Prospective Respondents must direct communications concerning this RFP to the following person designated as the Solicitation Coordinator:

Erik Busby  
Sourcing Account Specialist  
Central Procurement Office  
Tennessee Tower, 3<sup>rd</sup> floor  
312 Rosa L. Parks Ave  
Nashville, TN 37243  
Phone: 615-253-8900  
EMAIL: [erik.busby@tn.gov](mailto:erik.busby@tn.gov)

**3. Delete RFP section 3.2.4 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

3.2.4. A Respondent must ensure that the State receives a response no later than the Response Deadline time and date detailed in the RFP Section 2, Schedule of Events at the following address:

Erik Busby  
Sourcing Account Specialist  
Central Procurement Office  
Tennessee Tower, 3<sup>RD</sup> Floor  
312 Rosa L Parks Ave  
Nashville, TN 37243  
Phone: 615-253-8900

Email: [erik.busby@tn.gov](mailto:erik.busby@tn.gov)

4. **Delete RFP Attachment 6.4 Reference Questionnaire in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

### REFERENCE QUESTIONNAIRE

**The standard reference questionnaire provided on the following pages of this attachment should be completed by all individuals offering a reference for the Respondent.**

The Respondent will be solely responsible for obtaining completed reference questionnaires as detailed below.. Provide references from individuals who are not current State employees of the procuring State Agency for projects similar to the goods or services sought under this RFP and which represent:

- two (2) contracts Respondent currently services that are similar in size and scope to the services required by this RFP; and
- three (3) completed contracts that are similar in size and scope to the services required by this RFP.

References from at least three (3) different individuals are required to satisfy the requirements above, e.g., an individual may provide a reference about a completed project and another reference about a currently serviced account. The individual contact reference provided for each contract or project shall not be a current State employee of the procuring State agency. Procuring State agencies that accept references from another State agency shall document, in writing, a plan to ensure that no contact is made between the procuring State agency and a referring State agency. The standard reference questionnaire, should be used and completed, and is provided on the next page of this RFP Attachment 6.4.

In order to obtain and submit the completed reference questionnaires following one of the two processes below.

Written:

- (a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.
- (b) Send a reference questionnaire and new, standard #10 envelope to each reference.
- (c) Instruct the reference to:
  - (i) complete the reference questionnaire;
  - (ii) sign and date the completed reference questionnaire;
  - (iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;
  - (iv) sign his or her name in ink across the sealed portion of the envelope; and
  - (v) return the sealed envelope directly to the Respondent (the Respondent may wish to give each reference a deadline, such that the Respondent will be able to collect all required references in time to include them within the sealed Technical Response).
- (d) Do NOT open the sealed references upon receipt.
- (e) Enclose all sealed reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.

Email:

- (a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.
- (b) E-mail a reference questionnaire to each reference.
- (c) Instruct the reference to:
  - (i) complete the reference questionnaire;
  - (ii) sign and date the completed reference questionnaire;
  - (iii) E-mail the reference directly to the Solicitation Coordinator by the RFP Technical Response Deadline with the Subject line of the e-mail as "[Respondent's Name] Reference for RFP #32901-31283".

## NOTES:

- The State will not accept late references or references submitted by any means other than the two which are described above, and each reference questionnaire submitted must be completed as required.
- The State will not review more than the number of required references indicated above.
- While the State will base its reference check on the contents of the reference e-mails or sealed reference envelopes included in the Technical Response package, the State reserves the right to confirm and clarify information detailed in the completed reference questionnaires, and may consider clarification responses in the evaluation of references.
- The State is under no obligation to clarify any reference information.

**RFP # 32901-31283 REFERENCE QUESTIONNAIRE**

**REFERENCE SUBJECT:** RESPONDENT NAME (completed by Respondent before reference is requested)

The “reference subject” specified above, intends to submit a response to the State of Tennessee in response to the Request for Proposals (RFP) indicated. As a part of such response, the reference subject must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
- sign and date the completed questionnaire and follow either process outlined below;

**Physical:**

- seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
- sign in ink across the sealed portion of the envelope; and
- return the sealed envelope containing the completed questionnaire directly to the reference subject.

**E-Mail:**

- e-mail the completed questionnaire to:

Erik Busby  
 Erik.Busby@tn.gov

a. What is the name of the individual, company, organization, or entity responding to this reference questionnaire?

b. Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.

<b>NAME:</b>	
<b>TITLE:</b>	
<b>TELEPHONE #</b>	
<b>E-MAIL ADDRESS:</b>	

c. What goods or services does/did the reference subject provide to your company or organization?

- d. **If the goods or services that the reference subject provided to your company or organization are completed, were the goods or services provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.**
  
- e. **If the reference subject is still providing goods or services to your company or organization, are these goods or services being provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.**
  
- f. **How satisfied are you with the reference subject's ability to perform based on your expectations and according to the contractual arrangements?**

**REFERENCE SIGNATURE:**

(by the individual completing this request for reference information)

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(must be the same as the signature across the envelope seal)

**DATE:**

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- 5. **Add Attachment 6.3 Cost Evaluation Model Final to this RFP 32901-31283 as part of this Amendment.**

6. **Add Attachment 6.2 Section E Part 2 Field Testing Guide Final to this RFP 32901-31283 as part of this Amendment.**
7. **Add Attachment Appendix 1 to this RFP 32901-31283 as part of this Amendment.**
8. **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.