



STATE OF TENNESSEE  
DEPARTMENT OF HEALTH

**REQUEST FOR GRANT PROPOSALS # 34360-62417  
AMENDMENT # 1  
FOR TRAUMATIC BRAIN INJURY (TBI) SERVICE  
COORDINATION SERVICES**

DATE: FEBRUARY 17, 2016

RFGP # 34360-62417 IS AMENDED AS FOLLOWS:

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

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFGP Issued		CONFIRMED
2. Pre-Proposal Tele-Conference	2:00 p.m.	CONFIRMED
3. Notice of Intent to Propose Deadline	2:00 p.m.	CONFIRMED
4. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
5. State Response to Written "Questions & Comments"		Wednesday, February 17, 2016
6. Proposal Deadline	2:00 p.m.	Friday, February 26, 2016
7. State Completion of Grant Proposal Evaluations		Friday, March 4, 2016
8. Evaluation Notice Released	2:00 p.m.	Friday, March 11, 2016
9. Contractor Contract Signature Deadline		Monday, May 2, 2016
10. Effective Start Date of Contract		Friday, July 1, 2016

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

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

QUESTION / COMMENT	STATE RESPONSE
1 Will you accept an electronic signature on the Letter of Transmittal:	Yes, an electronic signature on the Letter of Transmittal is acceptable.
2 If we are going to charge a percent (%) of a	Proposers are allowed to charge a portion of their

QUESTION / COMMENT	STATE RESPONSE
staff's salary if they are completing the service coordination but it is not there entire job?	employee's salary to the grant. The portion of that employee's salary charged to the grant must correlate what the percentage of that employee's time that they will be spending on activities related to the grant. Be sure that in applying to this grant that you will be able to designate one person who will serve as the main contact person in regards to any and all activities under the grant.
3 Is there a required % match for the budget?	No, there is not a required match for the budget.
4 Can the service be for adults only or does it have to be adults and children?	The services must be available to adults and children.
5 Is submission of the RFGP electronically through a secure portal or just email it directly to Melissa?	The RFGP is submitted electronically to Melissa Painter at melissa.painter@tn.gov.
6 Do we need to include a comprehensive budget of what our supporting agency is also contributing to our services of this program?	The proposer is not required to contribute any money towards the grant budget. However, if the proposer wishes to contribute, then the contract budget includes a column for the proposer to include any financial contributions. It is up to the discretion of the proposer whether or not they wish to provide more information regarding their contribution to the grant budget.
7 What is the amount of liability insurance the state requires for the coverage of the RFGP and any issues on deductible limits? We carry 2/4 million minimum.	The amount of liability insurance is not described in the contract but a minimum to cover injury would be expected.
8 Turn over rate applies only to continuation of services for this RFGP vs. turn over rate for our health system as we have over 11,000 employees.	We are only interested in the turn-over rate for the portion of your organization that will be carrying out the services of this grant, if your organization was to be awarded.

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