



STATE OF TENNESSEE
SAFETY AND HOMELAND SECURITY

**REQUEST FOR PROPOSALS # 34901-01550
AMENDMENT # 3
FOR GOODS OR MEAL SERVICES FOR THE STATE'S
TRAINING CENTER**

DATE: June 20, 2024

RFP # 34901-01550 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		April 22, 2024
2. Disability Accommodation Request Deadline	2:00 p.m.	April 25, 2024
3. Mandatory Pre-response Conference and Site Visit (Please see RFP 1.7.)	9:30 a.m.	April 29, 2024
4. Notice of Intent to Respond Deadline	2:00 p.m.	April 30, 2024
5. Written "Questions & Comments" Deadline	2:00 p.m.	May 3, 2024
6. State Response to Written "Questions & Comments"		May 8, 2024
7. Response Deadline	2:00 p.m.	May 17, 2024
8. State Completion of Technical Response Evaluations Sections B&C		May 30, 2024
9. State Schedules Respondent Oral Presentation		May 31, 2024
10. Respondent Oral Presentation	8 a.m. – 12 p.m. or 1 p.m. – 5 p.m.	June 6-7, 2024
11. State Completion of Technical Response Evaluations		June 10, 2024
12. State Opening & Scoring of Cost Proposals	2:00 p.m.	June 11, 2024
13. RFP Amendment 2 (Rerelease of Cost Proposal)		June 13, 2024

14. Cost Proposal Rerelease Deadline	2:00 p.m.	June 17, 2024
15. State Opening and Scoring of Cost Proposal Rerelease		June 18, 2024
16. RFP Amendment 3 (Rerelease of Cost Proposal)		June 20, 2024
17. Cost Proposal Rerelease Deadline	2:00 p.m.	June 21, 2024
18. State Opening and Scoring of Cost Proposal Rerelease		June 24, 2024
19. Negotiations		June 24-26, 2024
20. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	June 27, 2024
21. End of Open File Period		July 5, 2024
22. State sends contract to Contractor for signature		July 8, 2024
23. Contractor Signature Deadline	2:00 p.m.	July 9, 2024
24. Performance Bond Deadline	4:30 p.m.	July 16, 2024

2. Delete RFP Release 2 RFP Attachment 6.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

COST PROPOSAL & SCORING GUIDE

NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED

COST PROPOSAL SCHEDULE— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

As noted below, most of the items on this sheet are meals and further detail, as noted, can be found in Pro Forma Contract Section A.5. and the Pro Forma Contract Attachment indicated. For the items that are meals, the word “each” refers to the meal, including beverages as indicated. For the Supplemental Nutritional Food Items, the word “each” refers to each item listed on Pro Forma Contract Attachment J and would be one protein/granola bar or one piece of fruit or one fruit cup or one individual grilled chicken packet or one individual tuna pouch, and so on. As noted, additional information about the Supplemental Nutritional Food Items can be found in Pro Forma Contract Section A.5. as amended in RFP Amendment 1. Further, for the Supplemental Nutritional Food Items, the Evaluation Factor number represents an estimate of the quantity of individual pieces, not the estimated quantity of bulk packages (case, dozen, gross).

NOTICE: The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachment 6.6.), “The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual’s authority to legally bind the Respondent.

Please refer to the corresponding Pro Forma sections and Attachments when finalizing a proposed cost.

RESPONDENT SIGNATURE:	
PRINTED NAME & TITLE:	
DATE:	

RESPONDENT LEGAL ENTITY NAME:								
Cost Item Description	Proposed Cost					State Use ONLY		
	August 2, 2024— August 1, 2025	August 2, 2025 — August 1, 2026	August 2, 2026 — August 1, 2027	August 2, 2027 — August 1, 2028	August 2, 2028 — August 1, 2029	Sum	Evaluation Factor	Evaluation Cost (sum x factor)
Breakfast Meal (to include beverages) (see Pro Forma Contract Section A.5. and Pro Forma Contract Attachments B and E)	\$ / EA	\$ / EA	\$ / EA	\$ / EA	\$ / EA		23,500	
Lunch Meal (to include beverages) (see Pro Forma Contract Section A.5. and Pro Forma Contract Attachments C-H)	\$ / EA	\$ / EA	\$ / EA	\$ / EA	\$ / EA		30,000	
Dinner Meal (to include beverages) (see Pro Forma Contract Section A.5. and Pro Forma Contract Attachments C-I)	\$ / EA	\$ / EA	\$ / EA	\$ / EA	\$ / EA		11,000	
Supplemental Nutritional Food Items (see Pro Forma Contract Section A.5. and Pro Forma Contract Attachment J)	\$ / EA	\$ / EA	\$ / EA	\$ / EA	\$ / EA		17,000	
Special Event Meals – Box Lunch (to include beverages) (see Pro Forma Contract Section A.5.)	\$ / EA	\$ / EA	\$ / EA	\$ / EA	\$ / EA		1,000	
Special Event Meals – Regular (to include beverages) (see Pro Forma Contract Section A.5. and Pro Forma Contract Attachment K)	\$ / EA	\$ / EA	\$ / EA	\$ / EA	\$ / EA		5,000	
Special Ceremony Meal (to include beverages) (see Pro Forma Contract Section A.5. and Pro Forma Contract Attachment L)	\$ / EA	\$ / EA	\$ / EA	\$ / EA	\$ / EA		1,000	
TOTAL EVALUATION COST AMOUNT (sum of evaluation costs above):								

RESPONDENT LEGAL ENTITY NAME:								
Cost Item Description	Proposed Cost					State Use ONLY		
	August 2, 2024— August 1, 2025	August 2, 2025 — August 1, 2026	August 2, 2026 — August 1, 2027	August 2, 2027 — August 1, 2028	August 2, 2028 — August 1, 2029	Sum	Evaluation Factor	Evaluation Cost (sum x factor)
The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.								
$\frac{\text{lowest evaluation cost amount from all proposals}}{\text{evaluation cost amount being evaluated}}$						x 50 (maximum possible score)	= SCORE:	
<i>State Use – Solicitation Coordinator Signature, Printed Name & Date:</i>								

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.