



STATE OF TENNESSEE  
OFFICE OF THE SECRETARY OF STATE, TENNESSEE STATE LIBRARY AND  
ARCHIVES

**REQUEST FOR PROPOSALS #30501-01523  
AMENDMENT # 1  
FOR TENNESSEE ELECTRONIC LIBRARY (TEL)  
DATABASES**

DATE: August 12, 2022

RFP # 30501-01523 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		July 27, 2022
2. Disability Accommodation Request Deadline	2:00 p.m.	August 1, 2022
3. Notice of Intent to Respond Deadline	2:00 p.m.	August 2, 2022
4. Written "Questions & Comments" Deadline	2:00 p.m.	August 5, 2022
5. State Response to Written "Questions & Comments"		August 12, 2022
6. Response Deadline	2:00 p.m.	August 22, 2022
7. State Schedules Respondent Oral Presentation		August 23, 2022
8. Respondent Oral Presentation		August 24, 2022 – August 26, 2022
9. State Completion of Technical Response Evaluations		August 30, 2022
10. State Opening & Scoring of Cost Proposals	2:00 p.m.	August 31, 2022
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	September 1, 2022
12. End of Open File Period		September 8, 2022
13. State sends contract to Contractor for signature		September 9, 2022
14. Contractor Signature Deadline	2:00 p.m.	September 16, 2022

**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
5	15	1 As the purpose of this RFP is to procure databases of a variety of types, how will the State rank databases of different types against each other (e.g., a multimedia database solution versus a scholarly journal database. Will award be based solely on the rubric scores or does the state have a ranked order for procurement based on patrons/schools needs as well?	Proposals are evaluated based on the complete content package as expressed in items and evaluation factors outlined in <i>RFP Attachment 6.2, Section C. -- Content Items C.4.-8.</i>
3.1.2	7	2 We understand vendors may only submit one proposal and the cost proposal must use only the form as provided within the RFP. If a vendor is proposing multiple databases of different resource types, can these only be proposed as a total package with combined pricing? Or is the state interested in seeing price listed by database?	The proposed cost must be for the total package using combined pricing for all databases. See <i>RFP 3.1.2.1. The Cost Proposal</i> "must not record any other rates, amounts, or information."
1.1	2	3 We understand the State had an RFP for TEL GENERAL ENCYCLOPEDIA ACCESS in 2021. Will the state consider encyclopedia databases (in English or other languages) as part of this RFP as well?	The State will consider encyclopedia databases (and other reference materials) as part of the proposal but the proposed package must also include content as outlined in <i>Pro Forma A.3.</i>
E.7	56	4 Please confirm the state is seeking license for educational (not commercial) purposes only.	TEL confirms that it is seeking these resources for educational purposes.
		5 May we have a week extension to submit our bid?	We are not able to extend the deadline due to current contract end date and the need to allow time for implementation before the new contract start date. Please review Section 1.8 of the RFP document.
		6 Are academic libraries included in the scope of this offer? In previous years, academic libraries have been included, but this scope reads that databases are "for Tennessee K-12 libraries, public libraries, and for remote use by all Tennessee residents." However, the Pro Forma contract also states "Additionally, the following types of users are also eligible to have access: a. Students currently enrolled in and faculty currently employed by a Tennessee college or university, despite permanent address"	Academic libraries are included. See the TEL definition in <i>Pro Forma A.2.a. -- "Tennessee Electronic Library (TEL) means the, statewide library database service provided by the State and intended for use by Tennessee residents, public library, schools, academic libraries, and special libraries."</i> And A.12.a. "Students currently enrolled in and faculty currently employed by a Tennessee college or university, despite permanent address,"
1.4.5	2	7 RFP section 1.4.5 on page 2 states: "It is encouraged for Respondents to submit bids digitally," but no instructions for	Please review section 3.2.2.1. of the RFP document. All instruction for what

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		digital submission are provided. Are we allowed to submit digitally?	constitutes a digital submission is detailed.
4.7		8 Regarding RFP section 4.7 Professional Licensure and Department of Revenue Registration, are we required to submit any specific business license/registration with our bid?	Requirements in <i>Pro Forma 4.7.3</i> apply before the final Contract is signed rather than as part of the RFP proposal. Mandatory requirements for RFP consideration are outlined in <i>RFP Attachment 6.2 Section A</i> .
6.2	23-24	9 In RFP Attachment 6.2, Section C starts on page 23, but page 24 says "Section D (continued)". The requirements are still numbered C.6, C.7, etc. We just want to confirm that there are no missing questions or sections.	The Header should read <i>Section C (continued)</i> . There are no missing questions.
Attachment One		10 Is the final page of the RFP, "Attachment One Attestation Re Personnel Used in Contract Performance" part of the Pro Forma Contract, and thus does not need to be completed at this time, or should this be included in our response?	Attachment One is part of the Pro Forma and does not need to be completed as part of the RFP response.
		11 Can we highlight items of concern in the Pro Forma contract as part of the bid process? If not, if our company were to be awarded, will there be a time for contract negotiations and to include edits?	Please review sections 3.3.1. and 5.3.5. of the RFP. Submissions should not contain redlines or otherwise qualify a response. The State may entertain limited negotiations that, in the State's discretion, would be consistent with the original intent of the RFP, in the best interest of the State, and do not materially impact the competitive nature of the RFP.
		12 Can we include our own license agreement in with our response?	See response to Question 11.

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.