



STATE OF TENNESSEE  
DEPARTMENT OF HEALTH

**REQUEST FOR PROPOSALS # 34310-24722  
AMENDMENT # 1  
FOR GOODS OR INSPECTION OF VETERINARY  
FACILITIES AND CERTIFIED ANIMAL CONTROL  
AGENCIES FOR MIDDLE TENNESSEE**

DATE: April 30, 2021

RFP # 34310-24722 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 9, 2021
2. Disability Accommodation Request Deadline	2:00 p.m.	April 14, 2021
3. Pre-response Conference	9:00 a.m.	April 16, 2021
4. Notice of Intent to Respond Deadline	2:00 p.m.	April 19, 2021
5. Written "Questions & Comments" Deadline	2:00 p.m.	April 22, 2021
6. State Response to Written "Questions & Comments"		April 30, 2021
7. Response Deadline	2:00 p.m.	May 10, 2021
8. State Completion of Technical Response Evaluations		May 24, 2021
9. State Opening & Scoring of Cost Proposals	9:00 a.m.	May 25, 2021
10. Negotiations (Optional)	4:30 p.m.	June 2, 2021
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	June 7, 2021
12. End of Open File Period		June 14, 2021
13. State sends contract to Contractor for signature		June 15, 2021
14. Contractor Signature Deadline	2:00 p.m.	June 22, 2021

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
A.3.	18	1. In order to provide my bank's reference letter to fulfill requirement A.3 in the Technical Response, can I scan and attach a copy of the original letter or do I need to get the bank to send it to me as an electronic document?	This can be provided electronically. See response delivery in section 3.2. Response Delivery.
A.4.	18	2. On Technical Response A.4, in previous similar contract proposals, I was told that this was a sufficient answer: "The Respondent has no vendors for credit references because no vendors are needed in order to deliver the services as sought under this RFP." I want to verify that is still sufficient.	The State has removed the A.4. requirement.
A.5.	19	3. On Technical Response A.5, in previous similar contract proposals, I was told that this was a sufficient answer: "The Respondent has no vendors as sought under this RFP and is not required to provide a letter from an accredited credit bureau." I want to verify that is still sufficient.	The State has removed the A.5. requirement.
B.17.	22	4. On Technical Response B.17, in previous similar contract proposals, I was told that this was a sufficient answer: "I have no "customer" references to submit that are "similar to the	The State has revised B.17. Please see section 3. below.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		goods or services sought under this RFP" because all of my contracts and projects are with the State of TN and this RFP expressly said not to use any references from "individuals who are or current or former State employees." I want to verify that is still sufficient.	
B.15.	21	5. I will be the only individual involved in the inspection. There is no other employee. Will a statement verifying this be sufficient answer to item B.15 concerning diversity?	Each question will need to be addressed. Answers can be as simple as just a few words to describe your situation on any of the 4 questions. Also, as an individual, you may qualify in one of the categories for certification, ie small business, woman owned, etc.

3. Delete RFP section B.17. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

<b>B.17.</b>	<p>Provide customer references from individuals who are <u>not</u> current or former State employees <u>of the Department of Health</u> for projects similar to the goods or services sought under this RFP and which represent:</p> <ul style="list-style-type: none"> <li>▪ two (2) accounts Respondent currently services that are similar in size to the State; <u>and</u></li> <li>▪ three (3) completed projects.</li> </ul> <p>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 standard reference questionnaire, which <u>must</u> be used and completed, is provided at RFP Attachment 6.4. References that are not completed as required may be deemed non-responsive and may not be considered.</p> <p>The Respondent will be <u>solely</u> responsible for obtaining fully completed reference questionnaires and ensuring they are e-mailed to the solicitation coordinator or including them in the sealed Technical Response. In order to obtain and submit the completed reference questionnaires follow one of the two the processes below:</p> <p>Written:</p> <ol style="list-style-type: none"> <li>(a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.</li> <li>(b) Send a reference questionnaire and new, standard #10 envelope to each reference.</li> <li>(c) Instruct the reference to: <ol style="list-style-type: none"> <li>(i) complete the reference questionnaire;</li> <li>(ii) sign and date the completed reference questionnaire;</li> <li>(iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;</li> <li>(iv) sign his or her name in ink across the sealed portion of the envelope; and</li> </ol> </li> </ol>
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	<p>(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).</p> <p>(d) <u>Do NOT open the sealed references upon receipt.</u></p> <p>(e) Enclose all <u>sealed</u> reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.</p> <p>E-mail:</p> <p>(a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.</p> <p>(b) E-mail the reference with a copy of the standard reference questionnaire.</p> <p>(c) Instruct the reference to:</p> <p>(i) complete the reference questionnaire;</p> <p>(ii) sign and date the completed reference questionnaire;</p> <p>(iii) E-mail the reference directly to the Solicitation Coordinator by the RFQ Technical Response Deadline with the Subject line of the e-mail as "[Respondent Name]" Reference for RFP REFERENCE.</p> <p>NOTES:</p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ The State will not review more than the number of required references indicated above.</li> <li>▪ 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.</li> <li>▪ The State is under <u>no</u> obligation to clarify any reference information. .</li> </ul>
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**4. Delete RFP section A.4. in its entirety.**

	<p><b>A.4.</b> Provide two current positive credit references from vendors with which the Respondent has done business written in the form of standard business letters, signed, and dated within the past three (3) months.</p>
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**5. Delete RFP section A.5. in its entirety.**

	<p><b>A.5</b> Provide an official document or letter from an accredited credit bureau, verified and dated within the last three (3) months and indicating a satisfactory credit rating for the Respondent (NOTE: A credit bureau report number without the full report is insufficient and will not be considered responsive.)</p>
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**6. 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.