



STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

**REQUEST FOR PROPOSALS # 40100-23900  
AMENDMENT # 1  
FOR TDOT REGION 1 EMPLOYEE SAFETY  
FOOTWEAR PROGRAM**

DATE: 4/1/2021

RFP # 40100-23900 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		3/23/2021
2. Disability Accommodation Request Deadline	2:00 p.m.	3/26/2021
3. Pre-response Conference	9:00 a.m.	3/29/2021
4. Notice of Intent to Respond Deadline	2:00 p.m.	3/30/2021
5. Written "Questions & Comments" Deadline	2:00 p.m.	4/5/2021
6. State Response to Written "Questions & Comments"		4/9/2021
7. Response Deadline	2:00 p.m.	4/16/2021
8. State Completion of Technical Response Evaluations		4/21/2021
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	4/22/2021
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	4/27/2021
11. End of Open File Period		5/3/2021
12. State sends contract to Contractor for signature		5/4/2021
13. Contractor Signature Deadline	2:00 p.m.	5/11/2021

2. Replace RFP section ATTACHMENT 6.2. — 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.17 Provide customer references from individuals who are not current or former State employees for projects similar to the goods or services sought under this RFP and which represent:

- two (2) accounts Respondent currently services that are similar in size to the State; and
- three (3) completed projects.

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 must 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.

The Respondent will be solely 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 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.

**E-mail:**

- (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 the reference with a copy of the standard reference questionnaire.
- (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 Response Deadline with the Subject line of the e-mail as "[Respondent Name] Reference for RFP 40100-23900.

**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.

**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.