



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION

**REQUEST FOR QUALIFICATIONS # 33101-
2104233105FAN5
AMENDMENT # 1
FOR SUPPORT FOR LITERACY IMPLEMENTATION
NETWORKS**

DATE: APRIL 8, 2021

RFP # 33101-2104233105FAN5 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 (all dates are State business days)
1.	RFQ Issued		March 22, 2021
2.	Disability Accommodation Request Deadline	2:00 p.m.	March 25, 2021
3.	Pre-Response Conference	10:30 a.m.	March 26, 2021
4.	Notice of Intent to Respond Deadline	2:00 p.m.	March 29, 2021
5.	Written "Questions & Comments" Deadline	2:00 p.m.	April 1, 2021
6.	State response to written "Questions & Comments"		April 8, 2021
7.	RFQ Technical Response and Cost Proposal Deadline	2:00 p.m.	April 15, 2021
8.	State Completion of Technical Response Evaluations	2:00 p.m.	April 21, 2021
9.	State Notice of Qualified Respondent(s) Released		April 22, 2021
10.	RFQ Negotiations		April 30, 2021
11.	State Notice of Intent to Award Released and RFQ Files Opened for Public Inspection		May 5, 2021
12.	End of Open File Period		May 12 2021
13.	State sends contract to Contractor for signature		May 14, 2021
14.	Contractor Signature Deadline	2:00 p.m.	May 18, 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
GENERAL	NA	<p>1. Once a vendor becomes qualified under the RFQ process, is that vendor required to reach out to individual districts and/or the Literacy Implementation Networks in order to secure a contract for service?</p>	<p>No, vendors qualified through this RFQ are not required to reach out to districts or networks in order to secure a contract. Districts and networks will decide which qualified vendor to use and will reach out to that vendor when ready to secure implementation support.</p> <p>Vendors qualified through this RFQ will receive a contract with the State, outlining the terms and conditions (see pro forma contract). Purchasing and invoicing, including final determination of costs, will occur between the district/network and the vendor (see Section A.5 of the Pro Forma Contract); however, there will not be a separate contract with the district (see Section E.5. Extraneous Terms and Conditions of the Pro Forma Contract).</p>
GENERAL	NA	<p>2. Our services include a software solution in addition to the professional development components. We didn't see a cost proposal format for instructional tools. In what format would you like to see that cost proposal?</p>	<p>The project budget allows only for support services and will not cover instructional tools. There is not a cost proposal format because the State budget does not allow for instructional tools.</p>
C.9.	21	<p>3. What types of evidence are sufficient to expertise in three ELA curriculum on the 2020 adoption list?</p>	<p>Artifacts from trainings, letters of recommendation, and/or narrative demonstrating experience related to the design or implementation of those specific materials</p>
C.9.	21	<p>4. Is showing evidence of approval on another state's professional learning vendor list for a particular curriculum sufficient evidence?</p>	<p>Evidence of being on an approved list or a letter of recommendation from another state is acceptable evidence.</p>
C.4.	20	<p>5. How long (e.g.; length of time) should the network meetings be planned for?</p>	<p>Network webinars will be two to three hours. Walkthroughs and technical assistance meetings will vary in length based on district need and scheduling.</p>

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GENERAL	NA	6. Can vendors add attachments/appendices or should all be in the narrative as tables/charts, etc?	Attachments and appendices may be included.
GENERAL	NA	7. Are the network meetings' audience teachers, school leaders, or district leaders? Or a combination of those groups?	District leaders
GENERAL	NA	8. How should respondents consider travel cost in the cost proposal if participating districts are unknown?	Each network serves districts in a specific region of the state; the distance between districts in the same region may be 50-100 miles. Please note that, in Attachment D, there is not a separate cost line item for travel. Travel cost should be included in the cost of the other line items.
GENERAL	NA	9. Will the content of respondent's application be given to districts as-is as part of a vendor guide or is there another document that would be shared with districts to showcase vendors' support options?	Each successful respondent's name, cost proposal, and response to item C.9 of the RFQ (evidence of expertise with specific state-adopted materials) will be provided to the networks, as well as any documents shared as appendices to the response.
C.4.	20	10. Who is the audience of monthly meetings described in C4.4?	District leaders
C.4.	20	11. Referencing the monthly meetings in C.4., how much time should we assume we have per month?	Each meeting will be two to three hours long
C.4.	20	12. Referencing the monthly meetings in C.4., is it virtual or in-person	Virtual—these are the webinars described in section A.3.a of the pro forma contract.
C.4.	20	13. Is the content we propose in C4 meant to be the webinars described in the contract (Section A3 a)?	Yes.
C.4.	20	14. Section C.4. is whether the sample learning scope we provide is just for the first year of the network, OR does that content need to represent the full 5-year contract term?	Just the first year is sufficient.
GENERAL	NA	15. Are the welk-throughs described meant to be monthly per region or monthly per district in each network?	Monthly per network (region)
GENERAL	NA	16. What is the maximum annual budget to fund networks? Will this be available equally between 8 networks?	See Section A.5. of the pro forma, specifically the highlighted below: “Districts will make selections and purchases from qualified vendors, including the

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			<p>Contractor if they so choose, in accordance with their local purchasing policies and procedures. The Contractor shall invoice districts in the Regional Literacy Implementation Network for services provided, in the respective amounts owed by each district, in accordance with the Contractor's cost proposal or finalized costs that may be further determined by each district local purchasing policies and procedures to RFQ 33101-2104233105FAN5, Attachment C, incorporated into the Contract as though set forth verbatim.”</p>
GENERAL	NA	17. How many participants do you anticipate in webinars?	50-100
GENERAL	NA	18. How many participants do you anticipate in the walk-throughs?	10-25; no more than 5-8 adults in a classroom at one time
GENERAL	NA	19. Is there a limit or quantity for ad hoc support?	No. Districts/networks will determine the quantity of services needed. See Section A.5. of the Pro Forma Contract.
GENERAL	NA	20. How will districts/networks select vendors?	They will view the information TDOE provides them (please see the answer to question 9 above).
GENERAL	NA	21. Is the budget we propose the final budget we would provide the districts?	<p>Not necessarily; See Section A.5. of the pro forma, specifically the highlighted below:</p> <p>“Districts will make selections and purchases from qualified vendors, including the Contractor if they so choose, in accordance with their local purchasing policies and procedures. The Contractor shall invoice districts in the Regional Literacy Implementation Network for services provided, in the respective amounts owed by</p>

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GENERAL	NA	22. Can you clarify what sort of documentation would suffice for A.3 (“Provide documentation disclosing the amount of cash flows from operating activities for the Respondent’s most current operating period”)	Acceptable evidence will demonstrate Respondent’s financial stability and responsibility such as bank references.
GENERAL	NA	23. Is it a requirement for service providers to be certified in TN as teachers or administrators?	No.
GENERAL	NA	24. Are monthly meetings full-day webinars?	No, each will be two to three hours.
GENERAL	NA	25. Is there a launch date for monthly sessions for the regional network PL?	July 2021
GENERAL	NA	26. Is there a maximum budget for support network services by region or other qualifiers? If so, what is this amount so we can include it in our cost proposals.	No; See Pro Forma Contract Section A.5., specifically the highlighted below: “Districts will make selections and purchases from qualified vendors, including the Contractor if they so choose, in accordance with their local purchasing policies and procedures. The Contractor shall invoice districts in the Regional Literacy Implementation Network for services provided, in the respective amounts owed by each district, in accordance with the Contractor’s cost proposal or finalized costs that may be further determined by each district local purchasing policies and procedures to RFQ 33101-2104233105FAN5, Attachment C, incorporated into the Contract as though set forth verbatim.”

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.