

2. SCHEDULE OF EVENTS

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFP Advertised		On or shortly before publication date
2. RFP Published		April 29, 2016
3. Disability Accommodation Request Deadline		May 5, 2016
4. Notice of Intent to Propose		May 6, 2016
5. Written "Questions & Comments" Deadline	1 pm Central Time	May 13, 2016
6. State Response to Written "Questions & Comments"		May 20, 2016
7. Proposal Deadline and Opening	1 pm Central Time	June 10, 2016
8. State Completion of Proposal Evaluations		July 5, 2016
9. State Notice of Intent to Award Issued / Finalization of Lease Agreement <u>and</u> RFP Files Opened for Public Inspection		July 8, 2016
10. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		August 22, 2016
11. Lease is circulated to successful Proposer for signature		August 29, 2016
12. Lease Signature Deadline		September 15, 2016
*13. Desired Occupancy Date		March 1, 2017

*** The State desires to occupy the space by the date above. The State may consider alternate dates, either earlier or later than noted above as an Alternate Proposal. If a Proposer intends to propose a date other than the Desired Occupancy Date above, please ensure that an Alternate is noted in RFP Attachment 5.2. Section A, Scope of Lease, and the proposed date is detailed in RFP Attachment 5.2. Section C, Proposal Details.**

NOTE: The State reserves the right, at its sole discretion, to adjust the RFP Schedule of Events as it deems necessary. Any adjustment of the Schedule of Events before the issuance of the Notice of Intent to Award shall constitute an RFP amendment, and the State will communicate such in accordance with RFP Section 1.15.

1.5.1. **Unauthorized contact about this RFP with employees, officials, or consultants of the State of Tennessee, except as detailed below, may result in disqualification from consideration under this procurement process.**

1.5.1.1. Potential Proposers must direct communications relating to this RFP to the following person designated as the RFP Coordinator from its advertised date until the evaluation of Mandatory Deliverables:

Department of General Services
c/o Lauren Hawkins)
William R. Snodgrass Tennessee Tower, 24th
Floor 312 Rosa L. Parks Avenue
Nashville, TN 37243
Phone: (615) 571-3342
Email: rfp.coordinator@tn.gov

1.5.1.2. During the Evaluation Period and, if conducted, the Best and Final Period, Proposers must direct communications to the following person designated as the State's authorized Leasing Agent (the "Leasing Agent"):

Department of General Services
c/o Kelly Cochran
William R. Snodgrass Tennessee Tower, 24th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
Phone: (615) 490-1932
Email: Kelly.cochran@tn.gov

1.5.1.3. Notwithstanding the foregoing, potential Proposers may contact:

- a. staff of the Governor's Office of Diversity Business Enterprise for assistance available to minority-owned, women-owned, Tennessee service-disabled veteran owned, and small businesses as well as general, public information relating to this RFP (visit www.tn.gov/businessopp/ for contact information); and
- b. the following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and associated Federal regulations:

Department of General Services
c/o Pamela Fitzpatrick
William R. Snodgrass Tennessee Tower, 22nd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
Email: Pamela.Fitzpatrick@TN.gov

1.5.2. Proposers must assume the risk of the method of dispatching any communication or proposal to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or digital "postmarking" of a communication or proposal to the State by a specified deadline date will not substitute for the State's actual receipt of a communication or proposal. The State may, but is under no obligation to, extend the deadline for circumstances that are outside of a Proposer's control, and will be done so through an amendment to this RFP pursuant to Section 1.15.

1.5.3. Only the State's official, written responses and communications will be binding with regard to this RFP. Oral communications of any type will be unofficial and non-binding.

1.5.4. The State will convey all official responses and communications related to this RFP to the potential Proposers from whom the State has received a Notice of Intent to Propose (See RFP Section 1.13).

3. PROPOSAL DELIVERABLES and SUBMISSION

3.1. Proposal Packet Deliverable

A response to this RFP must consist of a completed RFP Attachments 5.1. and 5.2. as well as any supporting documentation necessary to the proposal. Proposers must use RFP Attachment 5.2. Sections A, B, and C as a table of contents, and reference by page number any supporting documentation related to those sections and sub-sections. **Proposers must sign and date RFP Attachment 5.1.**

3.1.1. **Mandatory Deliverables Section.** RFP Attachment 5.2. Section B, Mandatory Deliverables, requires that the Proposer provide certain information and documents.

3.1.2. **Base/Alternate Proposal.** RFP Attachment 5.2 may be submitted in one or both of the following forms: Proposal for the State's desired Terms and Conditions, including no modifications to the Standard form of Lease ("Base Proposal") and/or one or more Proposals with proposed alternative terms ("Alternate Proposal"). Any alterations to the State's requested Scope of Lease as set forth in RFP Attachment 5.2., as well as any modifications to the Standard Form of Lease as set forth in RFP Attachment 5.2. Section D, shall be deemed an Alternative Proposal. Alternative terms shall be noted in Section 5.2. Section A, Scope of Lease **and** as a redlined RFP Attachment 5.2. Section D, Standard Form of Lease.

NOTICE: If a Proposer fails to submit a Base or Alternate Proposal that is complete, thorough, and clearly referenced, the State may deem the proposal to be non-responsive and reject it.

3.1.2.1. A **Base Proposal** should be submitted using the RFP Attachment 5.2. Proposal Package. If any supporting documents are supplied, Proposers must include a page number directing the reviewer to where the applicable content is in the proposal package.

3.1.2.2. An **Alternate Proposal** may be submitted separately from the Base Proposal with a separate marked and redlined RFP Attachment 5.2. Proposal Package. Each Alternate Proposal shall be **clearly marked as an Alternate Proposal** and must be specific, address all necessary terms, and be concise.

3.2. Submission of Proposals

A Proposer must deliver a proposal in response to this RFP as detailed below. The State may not accept a proposal delivered by any other method.

3.2.1. A Proposer must ensure that the original Proposal documents meet all form and content requirements detailed within this RFP for such proposals including, but not limited to, required signatures.

3.2.2. A Proposer must ensure that the State receives a proposal in response to this RFP no later than the Proposal Deadline time and date detailed in the RFP Section 2, Schedule of Events at the following address:

State of Tennessee
c/o Lauren Hawkins
William R. Snodgrass Tennessee Tower, 24th
Floor 312 Rosa L. Parks Avenue
Nashville, TN 37243
Phone: (615) 571-3342
Email: rfp.coordinator@tn.gov

3.2.3. A Proposer must submit original Proposal documents and digital copies in sealed envelopes or packages as specified below.

One (1) original of the Proposal paper document must be placed in a sealed package labeled: "**RFP TRANSACTION #16-02-901 BASE PROPOSAL ORIGINAL**" or "**RFP TRANSACTION # 16-02-901ALTERNATE PROPOSAL ORIGINAL**"

and one (1) copy of the Proposal in the form of one (1) digital document in "**PDF**" format properly