



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0285

DAVE GOETZ
COMMISSIONER

March 20, 2007

**Proposers Responding to RFP #317.03-158-07
IT Research and Advisory Subscription Services**

To whom it may concern:

Thank you for your proposal in response to RFS No. 317.03-158-07. The State has cancelled this RFP due to failure of all proposals to meet technical specifications. Examples of specific areas where the proposals were non-compliant are as follows:

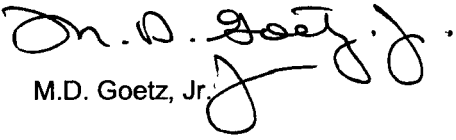
1. **Transmittal Letter Not Provided** – A proposer did not provide Attachment 6.2, Proposal Transmittal Letter and Statement of Certifications and Assurances. This document is not optional; it is a Mandatory Requirement item and must be provided, as described in RFP Attachment 6.3, Item A.1.
2. **Transmittal Letter Qualification** – A proposer qualified Attachment 6.2, Proposal Transmittal Letter and Statement of Certifications and Assurances by including a reference to an Appendix which contained language exceptions. As stated in RFP Attachment 6.3, Section A.1, the proposer was required to sign the Transmittal Letter “without exception or qualification.”
3. **Cost Proposal Information Included in Technical Proposal** – In response to RFP Attachment 6.3, Section C, Item C.3, a proposer included cost information in its response. The mandatory requirement, as stated in the instructions for Attachment 6.3, Section A, is that the “Technical Proposal contains NO cost data.”
4. **Bank Reference and Credit Bureau Report Not Provided in Correct Format** – RFP Attachment 6.3, Section A, Section A.2 requires, in part: (1) “a current written bank reference, in the form of a standard business letter . . .”; and (2) either “two current written, positive credit references . . .” or “documentation of a positive credit rating determined by an accredited credit bureau . . .” With regard to the first item, instead of providing the banking reference in the form of a standard business letter, a proposer provided only the name, phone, and bank contact. For the second item, instead of providing the actual credit report, a proposer provided only a Dun & Bradstreet number. Neither of these approaches is compliant with the requirements of Attachment 6.3, Section A.2.
5. **Completed Reference Information Questionnaires Not Provided** – A proposer did not provide completed Reference Information Questionnaires, as required by RFP Attachment 6.3, Section A, Item A.7, and Section B, Item B.14. The proposer offered, instead, to provide the completed references upon award of the contract. This is not compliant with the requirements of Attachment 6.3, Section B.14.

The State intends to issue a new RFP for Advisory Services. If a vendor decides to submit a proposal for this RFP, the State encourages the vendor to pay careful attention to the above items, in order to avoid making the same mistakes. However, please note that the above list of non-compliant areas is not

intended to be complete, and that by providing the list, the State is in no way stating or implying that these were the only problems with the proposals.

We appreciate your interest in providing services to the State of Tennessee and hope that you will respond to future Requests for Proposals.

Sincerely,

A handwritten signature in black ink, appearing to read "M.D. Goetz, Jr.", with a stylized flourish at the end.

M.D. Goetz, Jr.