



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE

**REQUEST FOR PROPOSALS # 33501-167301
AMENDMENT # 1
FOR SERVICES RELATED TO THE PROVISION OF
EDUCATIONAL SEMINARS FOR THE TENNESSEE
AUCTIONEER COMMISSION**

DATE: April 15, 2016

RFP # 33501-167301 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		March 29, 2016
2. Disability Accommodation Request Deadline	2:00 p.m.	April 1, 2016
3. Notice of Intent to Respond Deadline	2:00 p.m.	April 5, 2016
4. Written "Questions & Comments" Deadline	2:00 p.m.	April 11, 2016
5. State Response to Written "Questions & Comments"		April 15, 2016
6. Response Deadline	2:00 p.m.	April 22, 2016
7. State Completion of Technical Response Evaluations		April 28, 2016
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	April 29, 2016
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	May 4, 2016
10. End of Open File Period		May 11, 2016
11. State sends contract to Contractor for signature		May 12, 2016
12. Contractor Signature Deadline	2:00 p.m.	May 19, 2016

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.

QUESTION / COMMENT	STATE RESPONSE
1 Is a credit statement required for an agency of the State of Tennessee?	No. Instead, the contractor should submit evidence of being an agency of the State of Tennessee.
2 Will pricing be assigned by the State of Tennessee, or is the contractor assigning fees?	The State of Tennessee does not assign the pricing, but will select the proposal with the best economic advantage. The selected proposal will determine the pricing. The RFP process is a competitive solicitation; respondents have discretion as to how much to bid in the proposal.
3 Is the RFP for CEU programs only, or does it include the 30 hour and 80 hour programs?	The RFP is for both CEU programs and the 30 hour and 80 hour programs.
4 Will instructors be provided for these programs from the State of Tennessee, or will the contractor be required to find qualified people?	The contractor will be required to recruit its instructors.
5 How will instructional materials be provided, from the State of Tennessee or will the contractor develop the instructional materials?	The Department does not provide instructional materials. However, the contractor is permitted to reference any of the Department's laws and rules in its materials.
6 Can the contractor offer programs at off-site campus locations?	The contractor will be permitted to offer programs at off-site campus locations.

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.