



**REQUEST FOR PROPOSALS # 33001-16104**  
**AMENDMENT #1**  
**FOR SITE DEVELOPMENT CONSULTANT TO ASSIST**  
**WITH TENNESSEE'S SITE DEVELOPMENT GRANT**  
**PROGRAM**

**DATE: June 22, 2016**

**RFP # 33001-16104 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		May 25, 2016
2. Disability Accommodation Request Deadline	2:00 p.m.	May 31, 2016
3. Notice of Intent to Respond Deadline	2:00 p.m.	June 13, 2016
4. Written "Questions & Comments" Deadline	2:00 p.m.	June 16, 2016
5. State Response to Written "Questions & Comments"		June 22, 2016
6. Response Deadline	2:00 p.m.	June 29, 2016
7. State Completion of Technical Response Evaluations		July 6, 2016
9. State Schedules Respondent Oral Presentation		July 7, 2016
10. Respondent Oral Presentation	8:00 a.m. - 4:30 p.m.	July 12, 2016
11. State Opening & Scoring of Cost Proposals	2:00 p.m.	July 13, 2016
12. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	July 15, 2016
13. End of Open File Period		July 22, 2016
14. State sends contract to Contractor for signature		July 25, 2016
15. Contractor Signature Deadline	2:00 p.m.	August 1, 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 How many sites are anticipated to be reviewed each year?	It is expected that it will be 25 – 30 applications per year, but this is an estimate based on the first round of the program.
2 How many counties/communities can participate in the program?	There will be approximately 75 eligible sites based on the number of sites that have gone through the Select Tennessee Certified Sites site visit and the InvestPrep site visit. There will be another round of Certified Site visits in the fall, and the InvestPrep visits are occurring now, so the exact number is not known. It was 72 for the first round, but 15 recipients from the first round will not be eligible to reapply until their current grants are closed out.
3 Can TNECD provide a copy of the current program application and scoring criteria?	Yes, see attached.
4 Do basic site requirements exist for communities submitting sites for this program?	Currently the requirements are that the site has been through the Select Tennessee Certified Site program and received a site visit from Austin Consulting or gone through the TVA InvestPrep program and received a visit from KPMG. They must be publicly owned sites. Only one application is accepted per governmental entity. Additional information can be found here: <a href="http://www.tnecd.com/sites/certified-sites/site-development-grant">http://www.tnecd.com/sites/certified-sites/site-development-grant</a>
5 Is the \$6 MM investment in communities a yearly total, or the total over 5 years?	This is intended to be an annual amount, but it could vary from year to year.
6 How is the program currently funded? Are there any major concerns over the project not being funded in subsequent years?	The program is currently funded through funds provided by the legislature. These funds will have to be approved every year.
7 Please provide additional information as to what qualifies as grant program experience.	For this requirement TNECD is looking for any experience that the Respondent has in managing grants or grant programs including developing, accepting and reviewing applications and managing the grantees through the process of implementation of grant funds.
8 Is it possible for our references to deliver their responses to you via an electronic format rather than hard copy?	No, all responses must be submitted in hard copy format as requested in the RFP.
9 Is it possible to receive an editable version of the RFP so we can easily copy and paste, add comments, etc.?	Yes. (We will add a Word version to the website for all potential vendors to access).
10 What sales and use tax liability is anticipated to be generated as a result of this scope of work requiring registration with the State of Tennessee Department of Revenue?	If a vendor conducts business in the State of Tennessee, they must register with the Department of Revenue as required by the contract. Whether taxes are owed is a fact-based question that could vary based on a number of factors as specified in

QUESTION / COMMENT	STATE RESPONSE
	Tennessee's tax laws. TNECD would suggest that potential vendors consult an attorney or tax professional to determine the answer to this question.

- 3. **Add the following as RFP section Attachment 6.7 and renumber any subsequent sections as necessary:**  
SELECT TENNESSEE Site Development Grant Application.
- 4. **Add the following as RFP section Attachment 6.8 and renumber any subsequent sections as necessary:**  
SELECT TENNESSEE Site Development Scoring Matrix
- 5. **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.