



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-5065

## REQUEST FOR PROPOSALS

### East, Middle and West Tennessee Field Service Representatives for the Tennessee Commission on Firefighting Personnel Standards and Education

The Department of Commerce and Insurance has issued a **Request for Proposal (RFP)** 33501-182525 for individuals interested in **servicing as a Field Service Representative for the Commission on Firefighting Personnel Standards and Education**. Persons interested in applying should carefully read the RFP and all detailed instructions, which can be found at this website location:

<https://1.tn.gov/2K3m2gB>

Proposals should be submitted no later than **2:00 p.m. (CST) June 8, 2018**. A *Proposal* must address all items in the solicitation:

1. Complete and sign *Statement of Certifications and Assurances* ATTACHMENT 6.1 (see page 15).
2. Complete and provide all items detailed in the *Technical Response & Evaluation Guide* ATTACHMENT 6.2 (see pages 16 - 23).
3. Complete the *Cost Proposal & Scoring Guide* – ATTACHMENT 6.3 (see pages 24 - 25)
4. Complete and provide all items detailed in RFP - ATTACHMENT 6.2 – Section B
5. Send the *Reference Questionnaire* (see page 27 - 29) to at least three (3) individuals that will be providing a credit reference for you. Ask each credit reference to follow the instructions, as detailed on page 20, Section B.17.
6. Indicate on page 18 and on page 24 which region you are proposing to serve.

In order to be considered, an individual **must**:

1. Provide a copy of a valid Fire Instructor 1 and Fire Officer 1 Certification from the Tennessee Commission on Firefighting Personnel Standards and Education.
2. Provide a statement indicating that you have at least five (5) years of experience as a firefighter in a volunteer or full-time fire department.
3. Provide a statement indicating that you have not been the subject of any professional discipline in any jurisdiction within the last three (3) years.

**Proposal and proof the minimum qualifications have been met must be submitted no later than 2:00 p.m. on June 8, 2018**. All requested proposal documents **should be mailed to**:

Laura Hartsfield, RFP Coordinator  
Department of Commerce and Insurance  
500 James Robertson Pkwy, 8<sup>th</sup> Floor Legal Division  
Nashville, TN 37243

RFP 33501-182525 can be found at this website location: <https://1.tn.gov/2K3m2gB>

You can also obtain a copy of the RFP by scanning the *QR code* below in your *QR Code scanning feature* or *app*. If you have an *iphone* 6 or newer, simply open your camera, hover over the QR code below, and a website link will appear that will take you directly to where the RFP can be found.



Should you require a copy of the RFP and are having trouble with the web link or *QR reader*, please contact Laura Hartsfield at 615-532-6308 or Tammy Emery at 615-741-8556 or by email at [ci.procurement@tn.gov](mailto:ci.procurement@tn.gov).

The State of Tennessee is committed to the principal of equal opportunity, equal access and affirmative action. Discrimination on the basis of age, race, sex, color, religion, national origin, disability or any other non-merit factor is prohibited.