



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE

**SOLICITATION # 33501-231029  
AMENDMENT 3  
FOR COURT REPORTER SERVICES**

DATE: May 4, 2023

**Solicitation # 33501-231029 IS AMENDED AS FOLLOWS:**

1. This Solicitation Schedule of Events has been updated and confirms scheduled dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE
1. Solicitation Issued		March 21, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	March 27, 2023
3. Notice of Intent to Respond Deadline	2:00 p.m.	March 31, 2023
4. Written "Questions & Comments" Deadline	2:00 p.m.	April 6, 2023
5. State Response to Written "Questions & Comments"		April 14, 2023
<b>6. Response Deadline</b>	<b>2:00 p.m.</b>	<b>May 19, 2023</b>
7. State Completion of Response Evaluations		<b>May 25, 2023</b>
8. State Notice of Intent to Award Released <u>and</u> Solicitation Files Opened for Public Inspection	2:00 p.m.	<b>May 26, 2023</b>
9. End of Open File Period		<b>June 2, 2023</b>
10. State sends contract to Contractor for signature		<b>June 5, 2023</b>
11. Contractor Signature Deadline	2:00 p.m.	<b>June 9, 2023</b>

2. State responses to questions and comments in the table below amend and clarify this solicitation.

Any restatement of solicitation text in the Question/Comment column shall NOT be construed as a change in the actual wording of the solicitation document.

QUESTION / COMMENT		STATE RESPONSE
1.	Can you tell me what this proposal is all about?	The State of Tennessee, Department of Commerce and Insurance, has opened this solicitation to invite any qualified individual to apply to provide court reporter services for the Department, on an as needed basis, by returning the required documentation. Court reporter services include, but are not limited to, appearances for hearings, depositions, or board meetings, transcript preparation, miscellaneous services (e.g., postage, notarization, etc.) and certified copies of documents.
2.	Where is this position?	There are requests for services throughout the State, as well as occasional requests for virtual services.
3.	What is this solicitation for and is this something that I'm required to sign and return?	This solicitation is an opportunity for any qualified individual to submit an application and documentation to provide court reporter services to the Department on an as needed basis. Response to this solicitation is not mandatory and is only for interested and qualified individuals.

**3. Solicitation Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this Solicitation not expressly amended herein shall remain in full force and effect.