



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

Solicitation Notice

May 20, 2020

Service Providers:

The State of Tennessee has issued a solicitation to define minimum contract requirements; solicit responses; detail response requirements; and, outline the State's process for evaluating responses and selecting a contractor to provide court reporter services to the State.

Please note the following solicitation highlights.

ID #	33501-211003
Scope of Service	Court Reporter Services
Procuring State Agency	Department of Commerce and Insurance
Response Deadline	June 19, 2020
Contact Information	Nora Chlum, Solicitation Paralegal Department of Commerce and Insurance 500 James Robertson Pkwy Nashville, TN 37243 Telephone: 615-313-4783 FAX: 615-741-4000 Email: Nora.Chlum@tn.gov

The solicitation document and other notices relating to this procurement will not be published online because this solicitation is being conducted pursuant to a delegated authority. As such, a copy of the solicitation is included with this Notice. The solicitation document is also available by communicating with the above-referenced contact person.

Please submit;

- *Notice of Intent to Respond* by May 29, 2020 or other deadline, if the solicitation is amended;
- *Response* by June 19, 2020 or other deadline, if the solicitation is amended:
 - *Proposal & Evaluation Guide* – Attachment 1, to include all requested statements and attachments;
 - *Statement of Certifications and Assurances* – Attachment 2;

We appreciate your interest in doing business with the state of Tennessee and hope that you will consider responding to this and other professional service requests for proposals.