



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

**REQUEST FOR GRANT PROPOSALS # 32952-13003
AMENDMENT # ONE
FOR COMMUNITY CORRECTIONS OR SUBSTANCE
USE TREATMENT SERVICES**

DATE: May 14, 2020

RFGP # 32952-13003 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 (all dates are state business days)
1. RFGP Issued		April 22, 2020
2. Disability Accommodation Request Deadline		April 27, 2020
3. Pre-proposal Conference	2:00 pm	April 28, 2020
4. Notice of Intent to Propose Deadline		April 29, 2020
5. Written "Questions & Comments" Deadline	4:30 pm	May 7, 2020
6. State Response to Proposer "Questions & Comments"		May 14, 2020
7. Proposal Deadline	4:30 p.m.	May 21, 2020
8. State Completion of Technical Proposal Evaluations		May 28, 2020
9. Budget Proposals Opened & Scored	2:00 p.m.	May 29, 2020
10. Grant Budget Negotiations		June 1-5, 2020
11. Award Notice Released and RFGP Files Opened for Public Inspection	4:30 p.m.	June 5, 2020
12. Grantee Grant Contract Signature Deadline	2:00 p.m.	June 8, 2020
13. Grant Contract Start Date		July 1, 2020

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.

RFGP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
Pro Forma Contracts Section A.8.3(c)		<p>1. a. Will grantees be allowed to propose operating a Day Reporting Center (DRC) similar to those currently operated by the State?</p> <p>1b. What information about the DRCs currently operated by the State is the State willing to release to grantees interested in proposing to operate DRCs?</p>	<p>The State will review all grantee proposals received.</p> <p>Grantees may propose the operation of a Day Reporting Center as part of their proposal.</p> <p>TDOC Policies 514.01, 514.02, 514.03, the TDOC DRC Participant Handbook, and a DRC Program Summary are provided as Attachment 1 of this Amendment.</p>
Pro Forma Contracts Section B		<p>2. Do we know at this time what the year/years the RFP will encompass....2020 – 2021 or multiple?</p>	<p>The State's intention is for the awarded grant contracts to be for one year with a minimum of one one-year term extension. Two term extensions are possible.</p> <p>Although this is the State's intent, the statute authorizing the program permits total contract terms of no more than three years, making a second one-year extension possible.</p>
RFGP Attachment 6.2 Section E		<p>3. If the letters of support pre-date the RFGP release date will they be valid and acceptable in their RFGP response?</p>	<p>If letters of support pre-dated the RFGP release and are dated within six (6) months of the RFGP release, they will be acceptable as detailed in Item 4 below.</p>
RFGP Attachment 6.2 Section A.7.		<p>4. Section A.7. ask [sic] us to provide a copy of all the current occupancy lease(s) and I understand those are to be an appendix according to your instructions during the pre-proposal conference. My question is –section 3.1.1 states we cannot include cost information in the Technical Proposal and leases include pricing and cost information so should the Appendix for the Leases be included in the Budget Proposal?</p>	<p>The lease information should be included as an appendix which references Attachment 6.2 Requirement A.7.</p> <p>Although leases do include monthly or annual rates, the cost information specifically referenced here that would make a proposal non-responsive would be line item information more appropriately included in the budget proposal.</p>
Section 3.1.1.2		<p>5. Section 3.1.1.2 Please clarify on the number of pages in the main</p>	<p>A technical proposal must not have any more than a total one hundred</p>

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		<p>proposal being 100. Is that 100 narrative pages printed on front and back or is that 50 pages printed front and back or 100 narrative pages printing on front only. This information was confusing during the conference call.</p>	<p>(100) narrative pages.</p> <p>A proposer may elect to submit fifty (50) pages formatted and printed on both front and back sides. Another proposer may elect to submit 100 one-sided formatted and printed pages.</p> <p>A proposer may NOT submit both one-sided AND two-sided pages in the same proposal with more than 100 pages.</p> <p>In no event, shall the total number of printed pages exceed 100.</p>
Section 3.5		<p>6. How many copies of the Technical and copies of the Budget Proposals do you need? This answer was not included in the conference call comments.</p>	<p>Please see Item 3 below. The RFGP requires one (1) printed copy of the technical proposal and all appendices and fifteen (15) digital copies of the technical proposal and all appendices on CD or flash drives. The RFGP requires one (1) printed copy of the budget proposals and five (5) digital copies of the budget proposals on CD or flash drives.</p>
Pre-Response Conference Question		<p>7. Budget question - The information concerning costs for Transportation to be included in the budget was hard to understand. Does that mean that the Transportation Budget line item does not have to be 20% of your total budget unless you want to ask to participate in the TDOC Transportation Program? Once you have spent 20% of your total budget on transportation, then you can ask to participate in the TDOC Transportation Program.</p>	<p>Grantees are strongly recommended to consider the offender population currently supervised who use public transportation to attend programming, and specify an amount of the proposed grantee budget to cover that cost.</p> <p>Twenty (20) percent of a grantee's budget should be detailed for transportation. Grantee funds detailed for transit must be spent before a grantee can request transit grant funds from the State.</p> <p>Grantees should include the amount on the line item labeled "specific assistance to others" and if they do not anticipate needing services, <u>they are strongly urged to place at least fifty (\$50) dollars in this line item.</u> Agencies will also be responsible for completing their own scheduling of trips, tracking their submissions, and submission of invoices that are being paid directly from their respective CCGP agency funds.</p> <p>The State <u>shall not be responsible</u> for submitting and approving trip</p>

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			<p>requests grantees that have funds available for transportation.</p> <p>The State will submit trip requests to the associated HRAs that provide transportation services for the State once all grantee agency funds have been exhausted.</p> <p>TDOC will return to its indigency guidelines for offender transit beginning July 1 due to a reduction in grant funding. The indigency guidelines as determined by DHS, along with a Powerpoint presentation on the program and the list of applicable transit providers and service areas are included as Attachment 3 as detailed in Item 13 below.</p>
Section 3.1.1.2		8. How many total sheets of paper can the main body of the proposal have, 100 single sided pages or 100 double sided pages?	<p>Technical proposals can be submitted either as 50 pages with formatted content on both sides of each page OR 100 pages with formatted content on one side of each page.</p> <p>Any technical proposal submitted with content on both sides of 100 pages will be found non-responsive and will not be eligible for grant contract award.</p>
RFGP Attachment 6.3		9. Grant Budget Template is in PDF format. Please send me a format such as Microsoft Word or Microsoft Excel, that the amounts can be edited.	An excel version of the grant budget template is being provided as a separate document.
Section 3.2.1		10. How many (Original) copies of the Technical Proposal and (Digital) copies are required? What type of digital format and recorded on what type of file storage device?	The RFGP requires one (1) printed copy of the technical proposal including all appendices and fifteen (15) digital copies of the technical proposal and all appendices on CD or flash drives as detailed in Item 3 below..
Section 3.2.2		11. How many (Original) copies of the Grant Budget Proposal and (Digital) copies are required? What type of digital format and recorded on what type of file storage device?	The RFGP requires one (1) printed copy of the budget proposals and five (5) digital copies of the budget proposals on CD or flash drives as detailed in Item 3 below.

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Proposal Table of Contents		12. In the table of contents, should the Section "Attachments" be included; and if so beginning with what page number, since limited to 100 pages in Technical Proposal?	<p>Attachments or appendices should be included in the table of contents.</p> <p>For example, the first appendix could be labeled as Appendix A. Pages in this first appendix could be numbered beginning A-1, and follow accordingly with A-2, A-3, etc.</p>
Section 3.1		13. On Page 7 of the RFGP 32952-13003- Release 1, Section 3.1 – Is the mentioned "supporting documentation" the narrative and other documents comprising the 100 pages?	<p>The supporting documentation would be any information included as an appendix to the technical proposal narrative.</p> <p>The technical proposal narrative itself cannot exceed 100 pages.</p> <p>Any information included in an appendix will not count towards the 100 page limit for the technical proposal narrative.</p>
RFGP Attachment 6.2 Section G		14. In Attachment 6.2 – Section G – Policy Review; now that Policies and Procedures is Attachment; is this section still valid (indicates page numbers), since P/P is not included in Attachment 6.2. G.1 & G.2. are no longer a part of this?	<p>The index page for Section G should be used to indicate which appendix the policies and procedures are located in and the page numbers for that appendix.</p>
Attachments 6.4 – 6.11		15. Which (if any or all) Attachments 6.4 through 6.11, in RFGP 32952-13003-Release 1, are to be included in the proposal as attachments? On Page 7 of Release 1, Section 3. Proposal Requirement, it only mentions a Two Part Proposal (Technical Proposal 6.2 & Budget Proposal 6.3).	<p>Any document that is not part of the technical proposal narrative that directly answers a technical proposal requirement -- Attachment 6.2 Sections A-G -- should be included in an attachment or appendix. For example, letters of support, staff resumes, leases, business or bank references, reports from accredited credit bureaus, policies and procedure manuals are among the documents should be included in an attachment or appendix.</p> <p>Any such documents should be listed in the section index, indicate that they are included as an attachment or appendix, which attachment or appendix, and on which page(s) in the attachment or appendix they can be found.</p>

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			<p>Documents included in appendices will not be included in the technical proposal narrative page count.</p> <p>RFGP Attachments 6.4-6.12 do not need to be included in a technical proposal.</p>
		<p>16. Will we be getting an excel spreadsheet for our Grant Budget to fill in the budget request amounts? And will the new line items be on there?</p>	<p>An EXCEL version of the grant budget format is provided as part of this amendment as detailed in Item 12 below and as a separate document.</p> <p>An electronic copy of the new invoice in Excel format is also provided as a separate document.</p> <p>The invoice template is <u>not</u> to be used to submit the budget portion of the grant proposal</p>
Section 3.5		<p>17. How many copies of the proposal are needed and should they be sent separately and to different people? Names if they are please. Will there be any information needed to be put on CD's?</p>	<p>Please see Item 3 below. The RFGP requires one (1) printed copy of the technical proposal and all appendices and fifteen (15) digital copies of the proposal and all appendices on CDs or flash drives. The RFGP requires one (1) printed copy of the budget proposals and five (5) digital copies of the budget proposals on CDs or flash drives.</p> <p>All printed and electronic technical and budget proposals should be commercially delivered to the RFGP Coordinator at the address specified in RFGP section 3.2.4 and included here for your convenience:</p> <p>Priscilla Wainwright Tennessee Department of Correction 320 Sixth Avenue North Nashville TN 37243</p>
Attachment 6.2 Item A.7.		<p>18. Should the lease be sent as an attachment?</p>	<p>Lease documents should be mentioned in the section index, indicating which attachment or appendix they can be found in, and the attachment or appendix page numbers the lease document is found on.</p>
Pro Forma Contract		<p>19. According to page 3 third paragraph, it states</p>	<p>The State's intention is for the awarded grant contracts to be for one</p>

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Section B		<p>this grant is for effective period July 1, 2020 – June 30, 2022. On the Grant Budget page 131-139, on page 137 by the end date is an asterisk by the year and at the bottom it says if the grant contract is extended by amendment. In the pre-conference call, it was stated this Grant was just a one year. Just want to verify the numbers of years/extension.</p>	<p>year with a minimum of one one-year term extension. Two term extensions are possible.</p> <p>Although this is the State's intent, the statute authorizing the program permits total contract terms of no more than three years, making a second one-year extension possible.</p>
		<p>20. If we request more money in line items, or payroll/benefits and it gets rejected how does the time frame work for negotiating the amounts? Or how are how budget amounts determined from there?</p>	<p>A proposer is tasked with crafting a budget that is based on reasonable costs/expenditures within designated budget categories, and that the proposer assumes the risk of overestimating with respect to the pool of State funds available for grantees.</p> <p>TCA 40-36-304 (c)(2) indicates that funding for the length of the contract is to be negotiated.</p> <p>Only if a grant proposal is accepted can the grantee seek to negotiate something that varies from the cost proposal.</p>
Attachment 6.6 Community Corrections Rules		<p>21. Advisory Board/Committees: page 62 section 5 (a) meet on a quarterly basis after first three months of new program...(c) each committee should meet a minimum of once per year except for executive committee which shall meet a minimum of twice per year. How often should there be meetings for advisory board and how often for committee's? Is anything covered (food, etc) when having</p>	<p>Section 0420-2-.08 (5) of the Rules of the Tennessee Department of Correction Division of Community Services speaks specifically to an advisory board, which details the timelines for both the advisory board and any committees and reads as follows:</p> <p>(5) Meetings of the Board and its Committees.</p> <p>(a) At a minimum, each community corrections advisory board/committee shall meet on a monthly basis during the first three months of a new program and on a quarterly basis thereafter.</p> <p>(b) Minimally, each board shall elect a</p>

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		meetings?	<p>chairperson, vice-chairperson and secretary.</p> <p>(c) The program manager shall document all meetings. Each committee should meet a minimum of once per year, except for the executive committee which shall meet a minimum of twice per year.</p> <p>TDOC will reimburse no more than \$15 per board member and <u>required CCP staff</u>, for each quarterly meeting, to be billed once a quarter.</p> <p>Any applicable and binding F&A policies on this matter also apply.</p>
		22. If an agency proposes to add a new component such as a Residential Facility or Day Reporting Center, should a policy and procedure already be written to support this or wait and provide one if the proposal is approved.	If a Residential Facility or Day Reporting Center is proposed, a policy and procedure indicating how such a component would be run MUST be included in the technical proposal so that it can be included in the proposal evaluation.
Attachment 6.2 Item B.12		23. In reference to B.12, “organizational chart identifying key people....” If we are proposing a new component, should the organization reflect the “new” positions needed to accomplish the work required or just show our current organizational chart?	The organization should reflect both the current positions AND the new positions necessary to provide services.
Attachment 6.2 Item B.13.		24. In reference to B.13, “personnel roster”, should we include potential personnel, listing them as “vacant” if we are proposing an additional component to accomplish the work of the RFGP, or the	The personnel roster should include both current personnel as well as vacant positions and minimum credentials/education requirements for the position to indicate additional components/positions to accomplish the work of the RFGP.

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		personnel roster as it stands now?	
Pro Forma Contracts Section B		25. Is the grant a 2-year grant or 1-year grant? Page 3 under introduction says "effective period of July 1, 2020 through June 30, 2022. On page 115, under Term of Grant Contract, it says 12 months and goes on to say up to two renewal options. Also, under Payment Terms and Conditions, it reflects a two-year grant and Attachment 6.3 it only list year 3 as possibly being extended by an amendment.	<p>The State's intention is for the awarded grant contracts to be for one year with a one (1) one-year term extension.</p> <p>Although this is the State's intent, the statute authorizing the program permits total contract terms of no more than three years, making a second one-year extension possible.</p>
Section 3.1.1.2.		<p>26. With new requirement to keep "technical grant" at 100 pages maximum there are several questions surrounding how this can / should be accomplished. As follows:</p> <ul style="list-style-type: none"> a. Can we include Section A requirements (letters and insurance documents etc.) as attachments? Or do these have to be included in the page count? b. Can we include, staff resumes, all requested policy and procedures, etc. as attachments and not to be included as numbered pages. c. Can we assume 	<ul style="list-style-type: none"> a. Section A requirements such as letters and insurance documents should be listed in the index, which would indicate that they are included as an attachment or appendix, which attachment or appendix, and where in the proposal they can be found. Such documents included in attachments or appendices will not be included in the page count. b. Documents such as staff resumes, all requested manuals, policies and procedures should be listed in the index, indicate that they are included as an appendix, which appendix, and where in the proposal they can be found. Such documents included in appendices will not be included in the page count. c. Yes. The narrative sessions of the technical grant proposal should make up the 100 page maximum.

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		<p>that basically the "narrative sections of the technical grant " are what needs to be a maximum of 100 pages?</p>	
Section 3.5.		<p>27. Can you specify how many copies of the grant and what if any, special requirements are needed (i.e. pdf, thumbdrive, disc, etc.), are we required to send these to TDOC?</p>	<p>Please see Item 3 below. The RFGP requires one printed copy of the technical proposal and all appendices and fifteen (15) digital copies including attachments or appendices on CDs or flash drives. The RFGP requires one (1) printed copy of the budget proposals and five (5) digital copies on CDs or flash drives.</p> <p>All printed and electronic technical and budget proposals should be commercially delivered no later than 4:30 p.m. May 21 to the RFGP Coordinator at the address specified in RFGP section 3.2.4 and included here for your convenience:</p> <p>Priscilla Wainwright Tennessee Department of Correction 320 Sixth Avenue North Nashville TN 37243</p>
Section 2 -- Schedule of Events		<p>28. Is it correct that all 18 community corrections programs have approximately or less than 24 hours turnaround for negotiations from once the grant contract is awarded, to when the contract is to be agreed and signed by the proposer?</p>	<p>The Schedule of Events has been revised in Item 1 above to indicate the anticipated timeframe for budget negotiations beginning June 1 and running through June 5.</p>
		<p>29. Will TDOC allow for true negotiations of this grant contract/budget?</p>	<p>The proposer should use best effort to prepare a grant budget based on objectively reasonable cost estimates.</p>

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			Adjustments to cost proposal, if any, are negotiated after acceptance of a grant proposal.
Attachment 6.2 Section E		30. During this pandemic, many people are working from home. Is it allowable for the support letters, etc. to accept electronic copies from the supporters, instead of hard copy originals?	Support letters may be provided to the proposer via e-mail. A printed copy of such letters should be included as appendix items in the printed technical proposal. The letters should also be included in the digital technical proposal copies appendices or attachments provided on CDs or flash drives.
Attachment 6.2 Section E		31. During this pandemic, many people are working from home. Is it also allowable for those who do not have access to company letterhead, by which to write their letter on, for TDOC to accept these letters without being on company/agency letterhead?	If official letterhead is not available, letters of support must clearly indicate who the author of the letter is, their contact information such as mailing and e-mail addresses, telephone number, and their position/authority to write a letter of support.
Attachment 6.3, Pro Forma Contracts		32. In the RFGP #32952-13003 there are Budget Templates for fiscal years FY21, FY22, FY23, should our responses include Budget Projections for all three years? Also, should the Program Narrative coincide with these time frames?	Responses should include Budget Projections for all three years. The narrative should coincide with these timeframes.
		33. Our understanding is that a new Budget Template for reporting expenditures will be utilized in the upcoming fiscal year, should our responses be completed on the old forms or can we expect the new Report of Expenditure forms to be forwarded to us in the interim?	The budget template included in the RFGP should be used to prepare and submit the budget portion of a proposal. The new invoice template is provided as a separate document allow proposers to become familiar with the new invoice format. Invoices submitted after July 1 should be submitted using the revised invoice format. The invoice template is <u>not</u> to be used to submit the budget portion of the grant proposal.

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Section 2 – Schedule of Events		34. In the Schedule of Events, Saturday June 6, 2020, 2:00pm, is the deadline for Grantee Signatures. Is this correct?	The schedule of events has been revised in Item 1 above. The signature deadline is now Monday, June 8.
Section 3.1.1.2.		35. Regarding the page limitations for the proposal, is the 100-page limit for the entire document or just the Technical portion? Also, should the document be formatted with content on both sides of the paper (front-to-back) or content only on one-side?	<p>The 100 page limit is for the narrative portion of technical proposal and does not include documents that are part of attachments or appendices.</p> <p>A proposer may either submit a 50 page document with both sides of each page formatted with content or 100 pages with only one side formatted with content.</p>
Attachment 6.2 Sections A-G		36. Can you please specify/define what sections of the RFGP are considered “Technical Proposal” to meet the 100 page requirement?	<p>The 100 page limit is for the narrative portion of technical proposal and does not include documents that are part of attachments or appendices.</p> <p>Please also review Sections a and b of the State’s response to Question 26.</p>
Section 3.5		37. How many copies of the RFGP are to be made and do they need to be printed or can we submit digital copies via flash drive?	<p>Please see Item 3 below.</p> <p>The RFGP requires one (1) printed copy of the technical proposal and all appendices and fifteen (15) digital copies including attachments or appendices on CD or flash drives. The RFGP requires one (1) printed copy of the budget proposals and five (5) digital copies on CD or flash drives.</p> <p>Digital copies of the technical proposal (including all attachments or appendices) and the budget proposal may be submitted on CD or flash drive.</p>
Standards (Attachment 6.9)		38. On page 11 of the State Standards we have found that there is not a “S4.08”...it goes from S4.07 to S4.09. Should there be a “S4.08 Policy”?	It appears this was a duplicate section and so it was removed. The numbering needed to be updated and has been . An updated and final copy of the Standards has been supplied by Community Corrections and has been provided as part of this amendment as Attachment 2 as detailed in Item 11.
Attachment 6.2.		39. Also, please see the “ Technical Proposal ”... Sections A and B both have	The Attachment designation has been changed to 6.2 for Sections c through G in Item 5 below.

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		<p>“Attachment 6.2.”. Please notice that Sections C thru G have “Attachment 6.3.” which is the “Budget Proposal” Section. This will be a duplication of “Attachment 6.3”.</p>	
Section 3.1.1.2.		<p>40. The RFGP states that the body of the technical proposal shall not exceed 100 pages. During the pre-proposal conference we were told this means 50 actual sheets of paper printed double-sided. It was recommended that items such as the policy and procedure manual be put in appendices. Can the State clarify what items should be in the body of the proposal and what items are acceptable as appendices? Letters of support, copies of licenses, copies of leases, policy and procedure, resumes, credit report - Can these all be appendices?</p>	<p>Please see the State’s Response to Question 25.</p>
Attachment 6.9.		<p>41. The RFGP Attachment 6.9 indicates that it is the draft copy of the Community Corrections Program Standards. Have these been finalized or are they still in draft form with the possibility of further changes?</p>	<p>A footer was added as the marker to minimize in-house confusion, between multiple-drafts, revisions to the standards prior to finalization and posting on the Web. The final draft has been provided by Community Corrections, and is included as part of this amendment as detailed in Item 11 and as Attachment 2.</p>
Attachment 6.9.		<p>42. In reference to Attachment 6.9, when referencing policy and procedure in the technical proposal should we reference our current policy and procedure or should we</p>	<p>The new and revised program Standards were attached to the RFGP. The word “draft” was there as an over-sight. The corrected copy is being provided as Attachment 2. The new Standards will go into effect only after the RFGP is awarded and contracts are signed. Policies and</p>

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		<p>amend it to match the draft program standards?</p> <p>When including copies of our entire policy and procedure manual should we send our current policy and procedure manual or should we send a draft policy and procedure manual reflecting the draft changes to the program standards?</p>	<p>Procedures should not be updated until a signed contract is in place.</p> <p>Proposers should submit current/in-place policies and procedures. Policy changes should be made after funds are awarded and contracts for service are signed, which will allow Grantees to maintain compliance with the State contract they agreed to abide by when they signed the contract. The changes shall be made within the first quarter after the signing of the contract.</p>
Section 3.5.		43. In previous grant cycles the RFGP required paper copies and electronic copies scanned to a CD. This RFGP only seems to reference one paper copy. Will we still need to scan the paper copies to a CD and submit this also?	<p>The provision on the number of digital copies has been added as detailed in Item 3 below and are as follows:</p> <p>One (1) printed copy of the technical proposal and all related appendices and fifteen (15) digital copies on CD or flash drive are required.</p> <p>One(1) printed copy of the budget proposal and five (5) digital copies on CD or flash drive are required.</p>
Section 3.1.1.		44. The RFGP states not to include any pricing or cost information in any part of the Technical Proposal, even pricing relating to other projects. Can the technical proposal reference fines and restitution collected from offenders with regard to goals and prior performance or would this be considered pricing and cost information and cause a proposal to be rejected?	The technical proposal can reference the collection of fines and restitution. Mentioning specific dollar amounts of such fines or restitution would be considered pricing and cost information, and could cause a proposal to be found non-responsive and rejected.
		45. Can a memorandum of understanding (MOU) at no cost still be considered a subcontract between the community corrections agencies and the substance abuse treatment provider for	Any agreement for the provision of substance abuse treatment services, whether for no cost or for a specified cost, would be considered a subcontract for grant purposes.

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		purposes of the grant requirements?	
Attachment 6.2. Section F.2.		46. Can the State clarify the requirement of F.2 (c) <u>Provide documentation of State of Tennessee licensure for residential treatment providers or subcontractors as detailed in TCA 33-2-405.</u> ? Is this referring to residential facilities that a community corrections agency will be subcontracting with for substance abuse treatment? How should a non-residential Community Corrections supervision program respond to this question?	<p>This requirement refers either to a proposer who will be directly providing residential supervision/treatment services OR a subcontractor who would be providing residential supervision/treatment for the proposer.</p> <p>If the proposer will not be providing residential supervision/treatment services, a simple narrative statement saying that the proposer will not be providing residential supervision/treatment services is acceptable.</p>
Attachment 6.2. Section F.2.		47. Many treatment providers that we would be subcontracting with are unwilling to provide resumes and copies of their staff member's individual licensure information to an outside agency. How can this be addressed?	<p>For subcontractor staff, job descriptions including minimum education or credentials would be acceptable.</p> <p>Providing proof of the subcontracting agency licensure would satisfy the requirement response purposes, as long as individually licensed individuals provided services.</p>
Attachment 6.9 Standard AP 4.05		48. Can the State clarify AP 4.05. Is the 40 hours of Orientation and ongoing annual training a total of 40 hours or 40 hours plus the extra required hours of annual training?	AP4.05: a.) 40 hours of Orientation at hiring and b.) 40-hours Annual Training each subsequent year of employment. New hires are also required to have complete pre-service training.
Attachment 6.9 Standard AP 5.07.1		49. AP 5.07.1 How will this be maintained? Will TDOC furnish the form/format for the monthly audit on 10% of Inventory?	AP5.07.1: For now, the track-form remains the ICR. This will soon change when/as we move towards the transfer over to the new electronic inventory process. Each Grantee will be responsible for completing a monthly 10% inventory self-audit, which will assist them in completion of their annual inventory audit.
Attachment 6.2. Sections A,		50. Do the letters of recommendation have to be the original copy?	Digital copies of letters of recommendation can be printed and included in an appendix to the

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E		Due to the COVID-19 restrictions some business are not allowing individuals into their businesses and have agreed to scan the letter. Will this be allowed?	technical proposal, and the digital file(s) included as an appendix on the CDs or flask drives.
Section 3.5.		51. How many copies and how do the copies of the Proposal need to be submitted?	<p>Please see Item 3 below.</p> <p>One (1) printed copy of the technical proposal and all related appendices and fifteen (15) digital copies on CD or flash drive are required.</p> <p>One(1) printed copy of the budget proposal and five (5) digital copies on CD or flash drive are required.</p> <p>All printed and electronic technical and budget proposals should be commercially delivered no later than 4:30 p.m. May 21 to the RFGP Coordinator at the address specified in RFGP section 3.2.4 and included here for your convenience:</p> <p>Priscilla Wainwright Tennessee Department of Correction 320 Sixth Avenue North Nashville TN 37243</p>
Section 3.3.		52. If the agency mails the RFGP to your office prior to the 21 st but it does not arrive till the 22 nd will it be denied?	All proposals must be commercially delivered to TDOC's Central Office no later than 4:30 p.m. May 21. Any proposal arriving after that time will be non-responsive.
Pro Forma Contracts Section B		53. What is the range of this contract? One year with an option for another one year renewal or two years with an option for another one year renewal? Front page and page 115	<p>The State's intention is for the awarded grant contracts to be for one year with a one (1) one-year term extension.</p> <p>Although this is the State's intent, the statute authorizing the program permits total contract terms of no more than three years, making a second one-year extension possible.</p>
Attachment 6.2. Sections A, E		54. Due to the restrictions with COvid-19, are original signed letters of support still required in the proposal or will	Digital copies of letters of recommendation can be printed and included in an appendix to the technical proposal, and the digital file(s) included as an appendix on the

RFGP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		signed and scanned letters suffice?	CDs or flask drives.
Attachment 6.3.		55. On page 12 the maximum points available for the Budget Proposal is 20 but on page 33 the numbers in the Evaluation Factor column only total to 15. Should there be other numbers in that column to total 20?	The numbers have been revised in Item 6 below so that the evaluation factors total 20.
Pre-Response Conference		56. Will there be amended Grant Budget invoices to replace the ones currently in Attachment 6.3a?	<p>The budget template included in the RFGP should be used to prepare and submit the budget portion of a proposal.</p> <p>The new invoice template is provided as a separate document, and should be used for submission of invoices beginning July 1.</p> <p>The invoice template is <u>not</u> to be used to submit the budget portion of the grant proposal.</p>
Pro Forma Contracts Section (A.14.(I)(2))		57. On page 111, could a clarification be given on what is TDOC New Employee Orientation (NEO) and is pre-employment ? (A.14.(I)(2))	<p>Standard AP.4.03. applies. Training is to be designed and provided by the Grantee. Orientation should serve to train new employees on what the Grantee uses to govern their agency and how they deliver services, included, but not limited to: interviewing skills, TOMIS training, required State training, case management software, courtroom etiquette, etc.</p> <p>The Grantee is responsible for teaching their policies and procedures to all employees when hired as part of orientation. Temporary and part-time employees must be trained the same as a permanent employee, including the requirement of a pre-employment background check. All employees, full/part time and temporary, must have their initial 40 hour orientation upon hire and 40 hours of annual training every subsequent year of employment.</p> <p>AP.4.02, requires 40 hour Orientation and subsequent annual training hours</p>

RFGP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
			as set out by job assignment (support staff and clerical positions), which are the only positions that do not have an annual 40 hour training requirement.
Pro Forma Contracts Attachment Five		58. On Attachment Five, Fingerprint-based Background Checks Instructions, Upper East Tennessee agencies were told to no longer use Morgan Co ORI number but instead to use Bledsoe's. Is that information still correct or do we go back to Morgan Co.?	That is correct. Morgan County is no longer to be used. Attachment Five has been so revised as noted in item 10 below.
Attachment 6.9. Standards		59. In the Community Corrections Standards, it first states that all new <i>professional</i> staff will have at least 40 hours of onsite orientation. But then the last sentence states, "This affects all new full-time or part-time staff and volunteers". Does that last sentence mean that <i>every</i> employee or volunteer must all do 40 hours of orientation? If so, part-time staff could be in orientation for 3 weeks or more before they could do their actual job duties.	<p>The intention was that all staff receive the <i>expected, required</i> 40 hours of orientation. The last sentence addresses (specifically) the training needs of those who will work directly with offenders.</p> <p>In short, is it expected that all hired, FT or PT working staff and volunteers will complete orientation yes. The remainder of the training, was framed to meet the training needs of task-specific staff, as determined/approved by the Manager.</p>
Attachment 6.9. Standards		60. In the Community Corrections Standards Glossary of Terms, for Recidivism it states "The rate (community correction) is determined by dividing the percentage of offenders who have returned within that three {year?} period following release from one (1) year or more, in supervision by a community corrections Grantee, divided against the total census number under community correction supervision."	<p>The target rate for recidivism as detailed in Pro Forma Contract Section A.12 is as follows:</p> <p>" the felony conviction rate for offenders who have successfully completed their behavioral contract and had successful closure within community corrections."</p>

RFGP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>Could that be clarified and an example given of the calculation?</p>	
		<p>61. I would like to please request a copy of the current Community Corrections Leave Policy for reference for the new RFP.</p>	<p>TDOC's leave policy has been provided as part of Attachment 1 for reference and informational purposes only, and does not apply to grantee staff because they are NOT State employees.</p> <p>Please note that proposers are required to provide their leave policy to satisfy requirements of Attachment 6.2 Section G so that the State may review how grantee staff leave will be overseen and administered.</p>
<p>Attachment 6.2 Sections A-G</p>		<p>62. Please clarify whether we are to use attachments or appendices for supplemental documents. Also, is there a particular way we need to entitle them (as in, "Appendix A, B, C," etc or "Resumes" attachment)?</p>	<p>Any document that is not part of the technical proposal narrative that directly answers a technical proposal requirement -- Attachment 6.2 Sections A-G -- should be included in an attachment or appendix. For example, letters of support, staff resumes, leases, business or bank references, reports from accredited credit bureaus, policies and procedure manuals are among the documents should be included in an attachment or appendix.</p> <p>Any such documents should be listed in the section index, indicate that they are included as an attachment or appendix, which attachment or appendix, and on which page in the attachment or appendix they can be found.</p> <p>Such documents included in appendices will not be included in the technical proposal narrative page count.</p> <p>Attachments or appendices should be included in the table of contents.</p> <p>For example, the first appendix could be labeled as Appendix A. Pages in this first appendix should be numbered beginning A-1, and follow accordingly with A-2, A-3, etc.</p> <p>OR Proposers could choose to name attachments or appendices by the type of document(s) included, and number the attachment/appendices in numerical order.</p>

RFGP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
Section 3.1.1.2.		63. Please explain the sheets of paper to be used. Do you want 50 pieces of paper front and back, 100 pieces of paper front and back or 100 pieces of paper one sided?	<p>Technical proposals can be submitted either as 50 pages with formatted content on both sides of each page OR 100 pages with formatted content on one side of each page.</p> <p>Any technical proposal submitted with content on both sides of 100 pages will be found non-responsive and will not be eligible for grant contract award.</p>
Pre-Response Conference		64. Does the Proposal have to be sent by commercial delivery or may we still bring it in person if needed?	<p>Proposals must be sent by commercial delivery in light of the current COVID 19 pandemic.</p> <p>Proposals will not be accepted at Central Office for in-person delivery.</p>
Section 2 – Schedule of Events		65. There is not adequate negotiating time between the release of the accepted Proposals and the deadline to sign the Contract. It's barely even enough time to read the Contract. Is there a way there can be some negotiating time?	<p>The 24 hour period between May 28 and 29 is meant for the initial evaluation and acceptance of cost proposals. The schedule of events has been revised in Item 1 above to reflect that that negotiations for accepted budget proposals are anticipated to take place between June 1-5, with contracts being finalized and sent to grantees for signature June 5.</p> <p>The RFGP provides that negotiation is a matter of the State's sole discretion, for the purpose of revising terms and performance requirements that would be advantageous to the State but not materially alter the basis of evaluation or undercut competition.</p>
Attachment 6.2. Sections A-G		66. What should be included in the Appendix? For example, lease (ours is 30 pages long), resumes, Policy Manual, letters of credit, credit report, Certificates of Insurance, letters of support?	<p>Any document that is not part of the technical proposal narrative that directly answers a technical proposal requirement -- Attachment 6.2 Sections A-G -- should be included in an attachment or appendix. For example, letters of support, staff resumes, leases, business or bank references, reports from accredited credit bureaus, policies and procedure manuals are among the documents should be included in an attachment or appendix.</p> <p>Any such documents should be listed in the section index, indicate that they are included as an attachment or appendix, which attachment or</p>

RFGP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
			appendix, and on which page in the attachment or appendix they can be found.
Attachment 6.2 Section A		67. Should all mandatory documents in Section A be included in the body of the proposal?	<p>Any document that is not part of the technical proposal narrative that directly answers a technical proposal requirement -- Attachment 6.2 Sections A-G -- should be included in an attachment or appendix. For example, letters of support, staff resumes, leases, business or bank references, reports from accredited credit bureaus, policies and procedure manuals are among the documents should be included in an attachment or appendix.</p> <p>Any such documents should be listed in the section index, indicate that they are included as an attachment or appendix, which attachment or appendix, and on which page in the attachment or appendix they can be found.</p>
Attachment 6.2 Section G.3.		68. Please explain G.3 in the Proposal. Does that require a narrative response from us? Or is it just an evaluation tool for the reviewers?	Attachment 6.2. Item G.3 does not require any response from proposers. It is provided as an evaluation tool for evaluators and reviewers.
Section 3.5.		69. Are copies of our proposals to be provided? If so, how many and in what format (e.g. jump drive, CD)?	<p>Please see Item 3 below.</p> <p>One (1) printed copy of the technical proposal and all related attachments or appendices and fifteen (15) digital copies on CD or flash drive are required.</p> <p>One(1) printed copy of the budget proposal and five (5) digital copies on CD or flash drive are required.</p>
		70. Due to the COVID-19 can we accept scanned copies of letters?	Support letters may be provided to the proposer via e-mail. A printed copy of such letters should be included as appendix items in the printed technical proposal. The letters should also be included in the digital technical proposal copies appendices or attachments provided on CDs or flash drives.
		71. Is the Disability Accommodation Request the policy that we have from our	No. The Disability Accommodation Request Deadline was the deadline for a proposer who is classified as Disabled to contact the RFGP

RFGP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		county government?	Coordinator if they needed additional accommodations to prepare their proposal because of their disability.

3. Add the following as RFP section 3.5 and renumber any subsequent sections as necessary:

3.5. A Proposer must submit original Technical Proposal and Cost Proposal documents and copies as specified below.

3.5.1 One (1) original Technical Proposal paper document (including appendices) labeled:

“RFGP # 32952-13003 TECHNICAL PROPOSAL AND APPENDICES ORIGINAL”

and fifteen (15) copies of the Technical Proposal (including appendices) each in the form of one (1) digital document in “PDF” format properly recorded on *its own* otherwise blank, standard CD-R recordable disc or flash drive labeled:

“RFGP # 32952-13003 TECHNICAL PROPOSAL AND APPENDICES COPY”

The digital copies should include copies of customer references and letters of support received by e-mail.

In the event of a discrepancy between the original Technical Proposal document and all appendices and the digital copy, the original, signed document will take precedence.

3.5.2. One (1) original Budget Proposal paper document labeled:

“RFGP # 32952-13003 BUDGET PROPOSAL ORIGINAL”

and five (5) copies in the form of a digital document in “PDF” format properly recorded on separate, blank, standard CD-R recordable disc or flash drive labeled:

“RFGP # 32952-13003 BUDGET PROPOSAL COPY”

In the event of a discrepancy between the original Budget Proposal document and the digital copy, the original, signed document will take precedence.

4. Delete RFP section 6.2.A. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFGP ATTACHMENT 6.2. — Section A

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION A: MANDATORY REQUIREMENTS. The Proposer must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

The RFGP Coordinator will review the proposal to determine if the Mandatory Requirement Items are addressed as required and mark each with pass or fail. For each item that is not addressed as required, the Proposal Evaluation Team must review the proposal and attach a written determination. In addition to the Mandatory Requirement Items, the RFGP Coordinator will review each proposal for compliance with all RFGP requirements.

PROPOSER LEGAL ENTITY NAME:			
Proposal Page # (Proposer completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
		The Proposal must be delivered to the State no later than the Proposal Deadline specified in the RFGP Section 2, Schedule of Events.	
		The Technical Proposal and the Cost Proposal documentation must be packaged separately as required (refer to RFGP Section 3.2., <i>et. seq.</i>).	
		The Technical Proposal must NOT contain cost or pricing information of any type.	
		The Technical Proposal must NOT contain any restrictions of the rights of the State or other qualification of the proposal.	
		A n Proposer must NOT submit alternate proposals.	
		A n Proposer must NOT submit multiple proposals in different forms (as a prime and a sub-Grantee).	
	A.1.	Provide the Proposal Statement of Certifications and Assurances (RFGP Attachment 6.1.) completed and signed by an individual empowered to bind the Proposer to the provisions of this RFGP and any resulting Grant Contract. The document must be signed without exception or qualification.	
	A.2.	Provide a statement, based upon reasonable inquiry, of whether the Proposer or any individual who shall perform work under the Grant Contract has a possible conflict of interest (<i>e.g.</i> , employment by the State of Tennessee) and, if so, the nature of that conflict. NOTE: Any questions of conflict of interest shall be solely within the discretion of the State, and the State reserves the right to cancel any award.	
	A.3.	Provide a current bank reference indicating that the Proposer's business relationship with the financial institution is in positive standing. Such reference must be written in the form of a standard business letter, signed, and dated within the past six (6) months.	
	A.4.	Provide two current positive credit references from vendors with which the Proposer has done business written in the form of standard business letters, signed, and dated within the past six (6) months.	

PROPOSER LEGAL ENTITY NAME:			
Proposal Page # (Proposer completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
	A.5.	Provide an official document or letter from an accredited credit bureau, verified and dated within the last six (6) months and indicating a positive credit rating for the Proposer (NOTE: A credit bureau report number without the full report is insufficient and will <u>not</u> be considered responsive.)	
	A.6.	<p><u>Insurance.</u> The Grantee shall carry adequate liability and other appropriate forms of insurance.</p> <p>a. The Grantee shall maintain, at minimum, the following insurance coverage which shall cover all grantee locations where offenders are served:</p> <p>(1) Workers' Compensation/ Employers' Liability (including all states coverage) with a limit not less than the relevant statutory amount or one million dollars (\$1,000,000) per occurrence for employers' liability whichever is greater;</p> <p>(2) Comprehensive Commercial General Liability (including personal injury & property damage, premises/operations, independent Grantee, Grant Contractual liability and completed operations/products) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate;</p> <p>(3) Automobile Coverage (including owned, leased, hired, and non-owned vehicles) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence;</p> <p>(4) Professional Malpractice Liability with a limit of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) aggregate; and</p> <p>(5) Fidelity Bond Coverage or other adequate insurance coverage to provide protection of State's interests as a result of employee theft, forgery, robbery, and/or misappropriation.</p> <p>(6) If a respondent's place of business is located in a floodplane, provide proof of flood insurance.</p> <p>b. Provide a narrative indicating respondent understanding that documentation of insurance coverage must be provided upon execution of Grant Contract and shall maintained as part of the Grant Contract file in the Central Office of the Department of Correction. Appropriate documentation is a valid Certificate of Insurance detailing Coverage Description; Insurance Company & Policy Number; Exceptions and Exclusions; Policy Effective Date; Policy Expiration Date; Limit(s) of Liability; Name and Address of Insured, and/or a copy of bond coverage. It shall be the Grantee's responsibility to provide the State with current insurance documentation. Failure to provide evidence of insurance coverage shall be a material breach of this Grant</p>	

PROPOSER LEGAL ENTITY NAME:			
Proposal Page # (Proposer completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
		Contract.	
	A.7.	The Proposer shall provide a copy of all current occupancy lease(s) or agreement(s) used in the operation of the Community Corrections or Substance Abuse Treatment Programs, which are paid through grant funding.	
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>			

5. Delete Attachment 6.2 Sections C-G and replace with the following:

RFGP 32952-13003

Attachment 6.2

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION C: DOCUMENTATION OF NEED. The Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the proposal's response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Section C— Documentation of Need	Item Score	Evaluation Factor	Raw Weighted Score
	C.1.	State the judicial district and counties to be serviced by this program proposal. Include a map showing the area to be served.		1	
	C.2.	Give a narrative description of the need of your judicial district (s), which you plan to address by this program proposal. Include, at a minimum, the following data to document these needs: (1) State the current capacity and population of all county jails and workhouses in the area to be served and whether or not there are any Federal Court Orders requiring improvement of conditions therein. (2) State the number of incarcerations for non-violent		4	

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Section C— Documentation of Need	Item Score	Evaluation Factor	Raw Weighted Score
		felony offenders in the judicial district(s) to be served in Fiscal year(s) 2020- 2021. (3) Define any strategy (s) for targeting and diverting drug offenders into community corrections programs. (4) State any strategy to insure that offenders placed in the community corrections program would otherwise be incarcerated if this option were not available.			
	C.3.	(1) State and justify the number of new offenders you propose to divert from incarceration for the grant year(s). (2) State and justify the maximum and average census of offenders in your program for the grant year(s), including the number of successful and unsuccessful terminations. State any strategy for increasing the ratio of successful terminations to unsuccessful terminations. (3) State the expected average length of stay of offenders placed in your program and state any strategy for length of stay of offenders who will successfully complete the program. Grantees are encouraged to transfer offenders to TDOC supervision after completing one (1) year of community correction supervision.		5	
<i>The RFGP Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>			Total Raw Weighted Score: (sum of Raw Weighted Scores above)		
$\frac{\text{Total Raw Weighted Score}}{\text{Maximum Possible Raw Weighted Score}}$ <i>(i.e., 5 x the sum of item weights above)</i>			$\times 10$ <i>(maximum possible score)</i>		= SCORE:
<i>State Use – Evaluator Identification:</i>					
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>					

ATTACHMENT 6.2 TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION D: TECHNICAL APPROACH. The Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the proposal's response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Section D — Technical Approach	Item Score	Evaluation Factor	Raw Weighted Score
	D.1.	Provide a narrative that illustrates the Proposer's understanding of the State's requirements and how the Proposer will manage the project, ensure completion of the scope of services, and accomplish required objectives.		2	
	D.2.	Outline specific and measurable program objectives. Indicate specifically what will be accomplished and the projected time for completion.		2	
	D.3.	Outline and define the procedures for intake of offenders into the Community Corrections program. Include a description of written behavior Grant Contracts and offender assessments.		1	
	D.4.	Outline and define the procedures for the direct supervision of offenders specified for each level. Specifically, identify the phases of supervision and required number of contacts.		1	
	D.5.	Outline and define the procedures for victim restitution. Outline and define the procedures for collecting and processing funds after collections. Include a goal for collections.		1	
	D.6.	Outline and define the procedures for community service and the step-by-step process from enrollment to job placement and the handling of problems, if any. Include an estimated number of community service hours expected.		1	

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Section D — Technical Approach	Item Score	Evaluation Factor	Raw Weighted Score
	D.7.	Describe what community resources the Agency will use including treatment model(s) for individualized treatment services to clients.		5	
	D.8.	Describe any special programs that are creative and innovative above and beyond the minimum standards designed to enhance offender's supervision.		2	
	D.9.	Provide a narrative describing the Grantee's Contingency plan for operation in the event of a man-made or a natural disaster.		5	
<i>The RFGP Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>			Total Raw Weighted Score:		
			<i>(sum of Raw Weighted Scores above)</i>		
$\frac{\text{Total Raw Weighted Score}}{\text{Maximum Possible Raw Weighted Score}}$		$\times 20$		= SCORE:	
<i>(i.e., 5 x the sum of item weights above)</i>		<i>(maximum possible score)</i>			
<i>State Use – Evaluator Identification:</i>					
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>					

ATTACHMENT 6.2 TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION E: Community Involvement and Support. The Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the proposal's response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Community Involvement and Support	Item Score	Evaluation Factor	Raw Weighted Score
	E.1.	The Proposer's program advisory board must represent a cross-section of the community. Each Proposer shall include a list of the members serving on their program advisory committee and who they represent. The advisory committee membership shall reflect the membership as set forth by the Community Corrections Act. An agency's board of directors may serve as the advisory committee if it meets the criteria required of local government Proposers.		2	
	E.2.	<u>Planning Process</u> – The Proposer's Advisory Board shall adopt the plan prior to submission to the department. The Plan shall document that key local officials are supportive of the agency's proposed program. At a minimum the following officials must be consulted and a letter of support, for the Proposer and application, from each person shall accompany the Proposer's Community Corrections Plan. Proportional Points will be awarded for fewer than all possible letters obtained from judges, district attorney and sheriffs in the judicial districts to be served by the program. (1) Judge (s) of the judicial district(s) (exercising criminal jurisdiction). (2) District Attorney(s). (3) Public Defender(s) (4) Sheriff(s). (5) There must be at least four (4) letters of support from leading citizens expressing their support for the agency's intent to submit an application for direct funding.		8	

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Community Involvement and Support	Item Score	Evaluation Factor	Raw Weighted Score
		<p>(6) Local government officials – The Proposer must document that the local unit of government has been notified of its intent to submit an application for direct funding.</p> <p>(7) The Proposer includes a letter from the judge(s) stating that offenders who successfully complete community corrections after one (1) year of supervision will be transferred to TDOC supervision.</p>			
<i>The RFGP Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>				Total Raw Weighted Score: <i>(sum of Raw Weighted Scores above)</i>	
Total Raw Weighted Score <hr/> Maximum Possible Raw Weighted Score <i>(i.e., 5 x the sum of item weights above)</i>			X 10 <i>(maximum possible score)</i>		= SCORE:
<i>State Use – Evaluator Identification:</i>					
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>					

ATTACHMENT 6.2 TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION F: Cognitive Based Programming and Treatment Services. The Grantee must address all Technical Approach Items listed below and provide, in sequence, the information and documentation as required (referenced with the associated item references).

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the presentation response to each item. Each evaluator will use the following whole-number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

Proposal Page # (Proposer completes)	Item Ref.	PROPOSER LEGAL ENTITY NAME:			
		Section F - Cognitive Based Programming and Treatment Services	Item Score	Evaluation Factor	Raw Weighted Score
	F.1.	<p>(a) Provide a narrative that illustrates the Grantee's agreement to provide evidence-based cognitive and behavioral programming, as listed on the National Registry of Evidence Based Programming as effective, using a curriculum such as Cognitive Behavioral Intervention Program (CBIP) as well as Career Development Services including O*NET Interest Profiler or similar programs/services as approved by the State in conjunction with the validated risk-needs assessment used by the State.</p> <p>(b) Provide a narrative outlining which cognitive, behavioral, evidence-based curriculum(s) will be used by either Grantee or subGrant Contractor staff. Please further outline whether any modifications have been made to the curriculum.</p> <p>(c) Provide a narrative affirming that evidence-based cognitive behavioral programming which has been demonstrated to impact recidivism shall be delivered by a Case Officer 1, 2, or 3 or other qualified treatment staff that are certified to facilitate approved programming.</p>		6	
	F.2.	<p>(a) Provide a narrative outlining what/if any residential and/or non-residential therapy modalities will be utilized for evidence-based Alcohol and Drug Treatment (A & D) services, by either the Grantee or subGrant Contractor staff. Please further outline whether any modifications have been made</p>		4	

Proposal Page # (Proposer completes)	Item Ref.	PROPOSER LEGAL ENTITY NAME:																		
		<p>to the modalities/curriculum.</p> <p>(b) Provide a narrative outlining what, if any, ancillary services, residential or non-residential, will be provided by either the Grantee or subcontractor staff.</p> <p>(c) Provide documentation of State of Tennessee licensure for residential treatment providers or subcontractors as detailed in TCA 33-2-405.</p>																		
	F.3.	<p>(a) Provide a narrative affirming that treatment services shall be provided by either Grantee or subcontractor staff holding one of the following designations: licensed alcohol and drug abuse counselor (LADAC), International Certification and Reciprocity Consortium Advanced/Regular Alcohol and other Drug Counselor (ICRC-A/AODAC); or National Association of Alcohol and Drug Counselors – Certified Addiction Counselor (NAADAC I,II or Master Certification).</p> <p>(b) Provide resumes/vitae for Grantee or subcontractor treatment staff including copies of most recent licensure or certification for one of the following designations: licensed alcohol and drug abuse counselor (LADAC), International Certification and Reciprocity Consortium Advanced/Regular Alcohol and other Drug Counselor (ICRC-A/AODAC); or National Association of Alcohol and Drug Counselors – Certified Addiction Counselor (NAADAC I,II or Master Certification).</p>		3																
	F.4.	<p>If treatment services are to be provided by subcontractor staff, provide a narrative specifying which organization, outlining the subcontractor's organizational structure, years in business, their success rate using the specified curriculum and any other pertinent information.</p>		2																
<p>Total Raw Weighted Score (sum of Raw Weighted Scores above):</p> <p>The RFGP Coordinator will use this sum and the formula below to calculate the score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.</p>																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="width: 5%;"></td> <td style="text-align: center;">X 15</td> <td style="width: 5%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">maximum possible raw weighted score</td> <td></td> <td style="text-align: center;">(maximum section score)</td> <td></td> <td style="text-align: center;">= SCORE:</td> </tr> <tr> <td style="text-align: center;"><i>(i.e., 5 x the sum of item weights above)</i></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								X 15			maximum possible raw weighted score		(maximum section score)		= SCORE:	<i>(i.e., 5 x the sum of item weights above)</i>				
		X 15																		
maximum possible raw weighted score		(maximum section score)		= SCORE:																
<i>(i.e., 5 x the sum of item weights above)</i>																				

Proposal Page # (Proposer completes)	Item Ref.	PROPOSER LEGAL ENTITY NAME:	
<i>State Use – Evaluator Identification:</i>			

ATTACHMENT 6.2 TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION G: Policy Review. The Grantee must address all Technical Approach Items listed below and provide, in sequence, the information and documentation as required (referenced with the associated item references).

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the presentation response to each item. Each evaluator will use the following whole-number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item’s raw, weighted score for purposes of calculating the section score as indicated.

Note: All Policies and Policy Manuals are to be included in an appendix to the technical proposal in keeping with the proposal page limit detailed in RFP Section 3.1.1.2.

Proposal Page # (Proposer completes)	Item Ref.	PROPOSER LEGAL ENTITY NAME:			
			Item Score	Evaluation Factor	Raw Weighted Score
		Section G - Policy Review			
	G.1.	Provide all Grantee policies governing to Community Corrections and Substance Abuse Treatment Services program operation and administration as a labeled appendix to the technical proposal.		6	
	G.2	Provide all Grantee Policy and procedures manuals, employee manuals, supervision manuals, PREA manuals, Fiscal Management manuals, Treatment and any other relevant grantee operational manuals as a labeled appendix to the technical proposal.		6	
	G.3.	Grantee policy and procedures provide framework for offender supervision in keeping with TDOC sanctions, standards and guidelines and in effective operational and financial program management and accounting.		3	
<p align="center">Total Raw Weighted Score (<i>sum of Raw Weighted Scores above</i>):</p> <p align="center">The RFGP Coordinator will use this sum and the formula below to calculate the score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.</p>					
<p align="center">Total raw weighted score</p>			x 15	= SCORE:	

Proposal Page # (Proposer completes)	Item Ref.	PROPOSER LEGAL ENTITY NAME:	
		maximum possible raw weighted score <i>(i.e., 5 x the sum of item weights above)</i>	<i>(maximum section score)</i>
<i>State Use – Evaluator Identification:</i>			
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>			

6. Delete RFGP Attachment 6.3 in its entirety and replace it with the following:

BUDGET EVALUATION AND SCORING GUIDE AND GRANT BUDGET TEMPLATE

Attachment 6.3 BUDGET EVALUATION AND SCORING GUIDE AND GRANT BUDGET TEMPLATE.

The Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the proposal's response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

AND SCORING

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The RFGP Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section score as indicated.

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Budget Evaluation and Scoring Guide	Item Score	Evaluation Factor	Raw Weighted Score
	6.3.1.	Grant budget consists of two components: 1. Budget Summary 2. Budget Detail		4	
	6.3.2.	Grant Budget is submitted in the required format illustrated in Attachment 6.3.		5	
	6.3.3.	Justification for all costs including the basis for computation of these costs are included.		5	
	6.3.4.	Budget narrative portion of the Budget Detail Worksheet details the costs included in each applicable budget category and includes justification and explanation for how the item/service would benefit the grant program exclusively.		3	
	6.3.5.	Grant Budget includes a projected supervision fee collection based on 75% of the Proposer's expected yearly active caseload.		2	
	6.3.6.	Indirect costs which are in excess of 20 percent of total direct costs or \$100,000.00 whichever is less will not be allowed.		1	
<i>The RFGP Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>			Total Raw Weighted Score: <i>(sum of Raw Weighted Scores above)</i>		

PROPOSER LEGAL ENTITY NAME:					
Proposal Page # (Proposer completes)	Item Ref.	Budget Evaluation and Scoring Guide	Item Score	Evaluation Factor	Raw Weighted Score
$\frac{\text{Total Raw Weighted Score}}{\text{Maximum Possible Raw Weighted Score}} \times 20 = \text{SCORE:}$ <p><i>(i.e., 5 x the sum of item weights above)</i> <i>(maximum possible score)</i></p>					
<i>State Use – Evaluator Identification:</i>					
<i>State Use – RFGP Coordinator Signature, Printed Name & Date:</i>					

GRANT BUDGET
(BUDGET PAGE 1)

GRANT BUDGET				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: July 1, 2020 END: June 30, 2021				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT GRANT CONTRACT	GRANTEE MATCH³	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy ² , Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11, 12	Travel, Conferences & Meetings ²	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals ⁵	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost ⁴	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement pursuant to Grant Contract Section A.15. ³	(0.00)	0.00	(0.00)
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail attached if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Grant Contract, as detailed by the "Grant Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

⁴ Indirect costs which are in excess of 20 percent of total direct costs or \$100,000.00 whichever is less will not be allowed.

⁵ If agency is budgeting a particular amount under the budget line item specific assistance to individuals for offender transportation, said amount should be broken out under a budget line item detail. This amount must be expended for the intended purpose before the agency can make use of services provided through TDOC's offender transit network grant-funded Grant Contract with the Tennessee Department of Finance & Administration's Office of Criminal Justice Programs.

GRANT BUDGET LINE-ITEM DETAIL
(BUDGET PAGE 2)

PROFESSIONAL FEE/ GRANT & AWARD	AMOUNT
SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT ROW AS NECESSARY)	AMOUNT
TOTAL	AMOUNT

OCCUPANCY	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

INTEREST	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Travel	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

DEPRECIATION	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount

	TOTAL	Amount
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CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

GRANT BUDGET

The grant budget line-item amounts below shall be applicable only to expense incurred during the following

Applicable Period: BEGIN: July 1, 2021

END: June 30, 2022

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT GRANT CONTRACT	GRANTEE MATCH³	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy ² , Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11, 12	Travel, Conferences & Meetings ²	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals ⁵	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost ⁴	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement pursuant to Grant Contract Section A.15. ³	(0.00)	0.00	(0.00)
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail attached if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Grant Contract, as detailed by the "Grant Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

⁴ Indirect costs which are in excess of 20 percent of total direct costs or \$100,000.00 whichever is less will not be allowed.

⁵ If agency is budgeting a particular amount under the budget line item specific assistance to individuals for offender transportation, said amount should be broken out under a budget line item detail. This amount must be expended for the intended purpose before the agency can make use of services provided through TDOC's offender transit network grant-funded Grant Contract with the Tennessee Department of Finance & Administration's Office of Criminal Justice Programs.

GRANT BUDGET LINE-ITEM DETAIL
(BUDGET PAGE 2)

PROFESSIONAL FEE/ GRANT & AWARD	AMOUNT
SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT ROW AS NECESSARY)	AMOUNT
TOTAL	AMOUNT

OCCUPANCY	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

INTEREST	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Travel	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

DEPRECIATION	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount

GRANT BUDGET

The grant budget line-item amounts below shall be applicable only to expense incurred during the following

Applicable Period: BEGIN: July 1, 2022 END: June 30, 2023*

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT GRANT CONTRACT	GRANTEE MATCH ³	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy ² , Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11, 12	Travel, Conferences & Meetings ²	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals ⁵	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost ⁴	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement pursuant to Grant Contract Section A.15. ³	(0.00)	0.00	(0.00)
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail attached if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Grant Contract, as detailed by the "Grant Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

4 Indirect costs which are in excess of 20 percent of total direct costs or \$100,000.00 whichever is less will not be allowed.

⁵ If agency is budgeting a particular amount under the budget line item specific assistance to individuals for offender transportation, said amount should be broken out under a budget line item detail. This amount must be expended for the intended purpose before the agency can make use of services provided through TDOC's offender transit network grant-funded Grant Contract with the Tennessee Department of Finance & Administration's Office of Criminal Justice Programs.

*if the grant Grant Contract is extended by Amendment

GRANT BUDGET LINE-ITEM DETAIL
(BUDGET PAGE 2)

PROFESSIONAL FEE/ GRANT & AWARD	AMOUNT
SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT ROW AS NECESSARY)	AMOUNT
TOTAL	AMOUNT

OCCUPANCY	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

INTEREST	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

Travel	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

DEPRECIATION	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
TOTAL	Amount

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount

7. During the Pre-Response conference, a revised template for monthly invoices was discussed. An Excel version of the revised invoice template is included as a separate document. This template should be used for invoices submitted after July 1. **This template is not to be used to submit the budget portion of the grant proposal.**
8. TDOC Policy #303.01 and the related Policy Change Notice covering Attendance and Leave, Day Reporting Center Policies #514.01, #514.02, #514.03 and other materials concerning the operation of Day Reporting Centers including the TDOC DRC Participant Handbook and a DRC Program Summary are included as Attachment 1 to this amendment.
9. When issued, the RFGP included a placeholder for audit instruments (labeled 6.12), which were inadvertently omitted. Audit instruments used to audit Community Corrections grantee programs and operations are provided as a separate document.
10. Delete Pro Forma Contract Attachment Five in its entirety and replace with the following:

**Attachment Five
Fingerprint-based Background Checks Instructions**

Customers have two easy ways to register for fingerprint processing with MorphoTrust USA.

On-line Registration

Available 24 hours a day, 7 days a week.

1. Go to www.identogo.com and choose Tennessee
2. Click Online Scheduling and choose English
3. Enter first and last name
4. Agency Name- OTHER
5. Applicant Type- CONTRACT PERSONNEL
6. Enter ORI number-

TN004AA5C (for Bledsoe)

**Upper Cumberland Human Resource Agency
Hamilton County Community Correction
Southeast Tennessee Community Corrections
Southeast Tennessee Human Resource Agency**

TN019AB5C (for TN Prison for Women)

Montgomery/Robertson County Community Corrections

**Mid-Cumberland Human Resource Agency
South Central Human Resource Agency
Davidson County Community Corrections**

TN049AA5C (for West TN)

**Madison County Community Corrections
Decatur County Community Corrections
Corrections Management Corporation
Cocaine Alcohol Awareness Program
Westate Corrections Network
Project Whatever It Takes (PWIT)
Correctional Alternatives**

11. A revised version of the Community Corrections Standards removing the notation draft and incorporating minor revisions made after the issue of the RFGP are being provided as Attachment 2.
12. An Excel version of the grant budget template are being provided as a separate document.
13. A pdf file containing TDOC's transit indigency guidelines (as determined by DHS), along with a Powerpoint presentation on the TDOC transit program and the list of applicable transit providers and service areas are included as Attachment 3.
14. **RFGP 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.