

# Event Details

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
34501-0000011360	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
2020 Certified Mailing -License Revocation Process			
<b>Start Time</b>		<b>Finish Time</b>	
12/26/2019 10:00:00 CST		01/08/2020 14:00:00 CST	

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Human Services  
Call for Shipping Information  
United States

**Contact:** Gib Coombs  
**Phone:** 615/313-5521  
**Email:** gib.coombs@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

Provide the necessary administrative steps to prepare letters for the certified mailing required for the execution of the 2020 License Revocation Process for the Child Support Program.

## General Questions

Question	UOM	Best	Worst	Response
Service Experience, Time in Business, Contracts				

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory Response No

### Response Comments

Associated Terms:

### Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

# Event Details (cont.)

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Event Round	Version		
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2020_Certified Mailing -License Revocation Process			
Start Time	Finish Time		
12/26/2019 10:00:00 CST	01/08/2020 14:00:00 CST		

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A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

### Response Comments

Please list the following for all licenses and permits required by federal and state law.

List the Type of License  
List the Name on the License  
List the License Number  
List the Expiration Date

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

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Event Round	Version		
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Event Name			
2020 Certified Mailing -License Revocation Process			
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12/26/2019 10:00:00 CST	01/08/2020 14:00:00 CST		

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United States

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### Response Comments

Associated Terms:

#### Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory ResponseYes

# Event Details (cont.)

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Event Round	Version		
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Event Name			
2020_Certified Mailing -License Revocation Process			
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12/26/2019 10:00:00 CST	01/08/2020 14:00:00 CST		

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United States

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**Event Currency:** US Dollar  
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### Response Comments

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

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Event Round	Version		
1	1		
Event Name			
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12/26/2019 10:00:00 CST	01/08/2020 14:00:00 CST		

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**Event Currency:** US Dollar  
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### Response Comments

Please enter the number of days, from the bid opening date, after which your bid offer will expire:

Required: Yes Mandatory ResponseNo

### Response Comments

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

**IMPORTANT:** By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory ResponseYes

### Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-public-information-library.html>

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

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<b>Event Round</b>	<b>Version</b>		
1	1		
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### Response Comments

# Event Details (cont.)

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<b>Event Round</b>	<b>Version</b>		
1	1		
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2020_Certified Mailing -License Revocation Process			
<b>Start Time</b>		<b>Finish Time</b>	
12/26/2019 10:00:00 CST		01/08/2020 14:00:00 CST	

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Call for Shipping Information  
United States  
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**Email:** gib.coombs@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Line Details

**Line:** 1 **Item ID:** 1000181310 **Line Qty:** 2.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Letter notices, Certified Licenses Revocation Child Support

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

## Response Comments

# Event Details (cont.)

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1	1		
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2020_Certified Mailing -License Revocation Process			
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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



# Event Details (cont.)

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## Appendix A - Line Specifications

**Line:** 1 **Item ID:** 1000181310 **Line Qty:** 2 **UOM:** Each  
**Description:** Letter notices, Certified Licenses Revocation Child Support

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 2  
**Due Date:** 01/13/2020  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** Mail room  
505 Deaderick Street  
Mail room Floor 13  
NASHVILLE TN 37243-1403  
United States

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
34501-0000011360	Sell	RFx	10
Event Round	Version		
1	1		
Event Name			
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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016