



STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION

**REQUEST FOR PROPOSALS # 32901- 31231  
AMENDMENT # 3  
FOR INTERSTATE INMATE TRANSIT SERVICES**

**DATE: November 9, 2020**

**RFP # 32901-31231 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
1. RFP Issued		August 31, 2020
2. Disability Accommodation Request Deadline	2:00 p.m.	September 3, 2020
3. Pre-response Conference	11:00 a.m.	September 4, 2020
4. Notice of Intent to Respond Deadline	2:00 p.m.	September 8, 2020
5. Written "Questions & Comments" Deadline	2:00 p.m.	September 11, 2020
6. State Response to Written "Questions & Comments"		October 19, 2020
7. Deadline for Second Round of Questions and Comments		October 26, 2020
8. State Response to Written "Questions & Comments"		November 9, 2020
9. Response Deadline	12:00 p.m.	December 9, 2020
10. State Completion of Technical Response Evaluations		December 18, 2020
11. State Opening & Scoring of Cost Proposals	2:00 p.m.	December 21, 2020
12. Negotiations (Optional)		January 4-8, 2021
13. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	January 13, 2021
14. End of Open File Period		January 21, 2021
15. State sends contract to Contractor for signature		January 22, 2021
16. Contractor Signature Deadline	2:00 p.m.	January 29, 2021

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.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
RFP Attachment 6.2., Section B.17.	Pg.22	1. Many of our clients are working from home due to COVID and are unable to print/sign/mail the completed questionnaire back to us. Is there another way to submit these reference questionnaires, maybe directly to you via email or do they have to be included along with our response? I can also print them and have them with our response, they just wouldn't be sealed.	Reference questionnaires may be e-mailed directly to the RFP Coordinator of record Maggie Wilson at <a href="mailto:Maggie.Wilson@tn.gov">Maggie.Wilson@tn.gov</a> as detailed in the revised RFP Attachment 6.2 Section B.17, and in Item 3 below.  Any such e-mailed reference questionnaire must be received by Maggie Wilson no later than 12 p.m. December 9, 2020 the deadline for proposal receipt.  The subject line of any e-mail containing such reference questionnaires as attachments must clearly identify the email and attachments being in response to RFP 32901-31231 for Interstate Inmate Transit Services.

3. Delete RFP Section 3.2.2. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

3.2.2. A Respondent must submit original Technical Response and Cost Proposal documents and copies as specified below.

**3.2.2.1. Digital Media Submission**

- 3.2.2.1.1. Technical Response document should be in the form of one (1) digital document in "PDF" format properly recorded on its own otherwise blank standard CD-R recordable disc or USB flash drive and should be clearly identified as the:

**"RFP # 32901-31231 TECHNICAL RESPONSE ORIGINAL"**

and Seven (7) digital copies of the Technical Response 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 USB flash drive clearly labeled:

**"RFP # 32901-31231 TECHNICAL RESPONSE COPY"**

The sealed customer references should be delivered by each reference in accordance with RFP attachment 6.2., Section B.17. the only paper documents included in the document. The digital copies should not include copies of sealed customer references, however any other discrepancy between the paper Technical Response document and any digital copies may result in the State rejecting the proposal as non-responsive.

4. Delete RFP Attachment 6.2. Section B.17. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

	<p><b>B.17.</b> Provide customer references from individuals who are <u>not</u> current or former State employees for projects similar to the goods or services sought under this RFP and which represent:</p> <ul style="list-style-type: none"> <li>▪ two (2) accounts Respondent currently services that are similar in size to the State; <u>and</u></li> <li>▪ three (3) completed projects.</li> </ul> <p>References from at least three (3) different individuals are required to satisfy the requirements above, e.g., an individual may provide a reference about a completed project and another reference about a currently serviced account. The standard reference questionnaire, which <u>must</u> be used and completed, is provided at RFP Attachment 6.4. References that are not completed as required may be deemed non-responsive and may not be considered.</p> <p>The Respondent will be <u>solely</u> responsible for obtaining fully completed reference questionnaires and <u>ensuring they are e-mailed to the solicitation coordinator or</u> including them in the sealed Technical Response. In order to obtain and submit the completed reference questionnaires following <u>one of the two processes</u> below.</p> <p><b>Written:</b></p> <ol style="list-style-type: none"> <li>(a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.</li> <li>(b) Send a reference questionnaire and new, standard #10 envelope to each reference.</li> <li>(c) Instruct the reference to:       <ol style="list-style-type: none"> <li>(i) complete the reference questionnaire;</li> <li>(ii) sign and date the completed reference questionnaire;</li> <li>(iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;</li> <li>(iv) sign his or her name in ink across the sealed portion of the envelope; and</li> <li>(v) return the sealed envelope directly to the Respondent (the Respondent may wish to give each reference a deadline, such that the Respondent will be able to collect all required references in time to include them within the sealed Technical Response).</li> </ol> </li> <li>(d) <u>Do NOT open the sealed references upon receipt.</u></li> <li>(e) Enclose all <u>sealed</u> reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.</li> </ol> <p><b>E-mail:</b></p> <ol style="list-style-type: none"> <li>(a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.</li> <li>(b) E-mail the reference with a copy of the standard reference questionnaire.</li> <li>(c) Instruct the reference to:       <ol style="list-style-type: none"> <li>(i) complete the reference questionnaire;</li> <li>(ii) sign and date the completed reference questionnaire;</li> <li>(iii) E-mail the reference directly to the Solicitation Coordinator by the RFP Technical Response Deadline with the Subject line of the e-mail as "[Respondent Name] Reference for RFP #32901-31231.</li> </ol> </li> </ol> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>▪ The State will not accept late references or references submitted by any means other than <u>the two that which are</u> is described above, and each reference questionnaire submitted must be completed as required.</li> <li>▪ The State will not review more than the number of required references indicated above.</li> <li>▪ While the State will base its reference check on the contents of the <u>reference emails or</u> sealed reference envelopes included in the Technical Response package, the State reserves the right to confirm and clarify information detailed in the completed reference questionnaires, and may consider clarification responses in the evaluation of references.</li> <li>▪ The State is under <u>no</u> obligation to clarify any reference information.</li> </ul>
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5. Delete RFP Attachment 6.4. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

**RFP ATTACHMENT 6.4.**

### REFERENCE QUESTIONNAIRE

The standard reference questionnaire provided on the following pages of this attachment **MUST** be completed by all individuals offering a reference for the Respondent.

The Respondent will be solely responsible for obtaining completed reference questionnaires as required (refer to RFP Attachment 6.2., Technical Response & Evaluation Guide, Section B, Item B.17.), ~~and for enclosing the sealed reference envelopes within the Respondent's Technical Response.~~

**RFP # 32901-31231 REFERENCE QUESTIONNAIRE**

**REFERENCE SUBJECT:** RESPONDENT NAME (completed by Respondent before reference is requested)

The "reference subject" specified above, intends to submit a response to the State of Tennessee in response to the Request for Proposals (RFP) indicated. As a part of such response, the reference subject must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
- sign and date the completed questionnaire; and follow either process outlined below:

**Physical:**

- seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
- sign in ink across the sealed portion of the envelope; and
- return the sealed envelope containing the completed questionnaire directly to the reference subject.

**Email:**

- email the completed Questionnaire to SOLICITATION COORDINATOR NAME AND E-MAIL ADDRESS

**(1) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?**

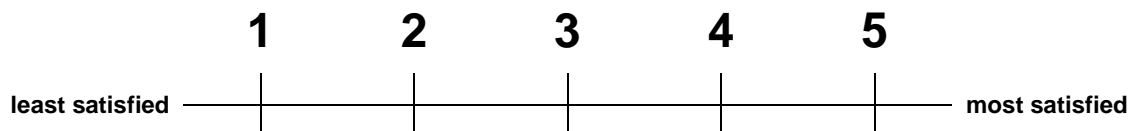
**(2) Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>TELEPHONE #</b>	
<b>E-MAIL ADDRESS:</b>	

**(3) What goods or services does/did the reference subject provide to your company or organization?**

**(4) What is the level of your overall satisfaction with the reference subject as a vendor of the goods or services described above?**

Please respond by circling the appropriate number on the scale below.



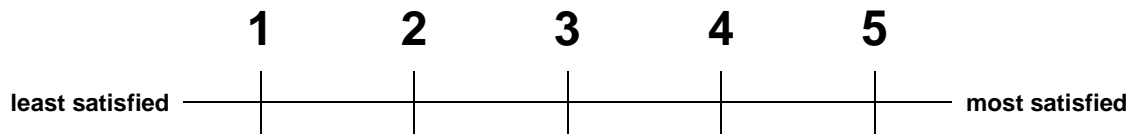
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**If you circled 3 or less above, what could the reference subject have done to improve that rating?**

- (5) **If the goods or services that the reference subject provided to your company or organization are completed, were the goods or services provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.**
- (6) **If the reference subject is still providing goods or services to your company or organization, are these goods or services being provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.**
- (7) **How satisfied are you with the reference subject's ability to perform based on your expectations and according to the contractual arrangements?**
- (8) **In what areas of goods or service delivery does/did the reference subject excel?**
- (9) **In what areas of goods or service delivery does/did the reference subject fall short?**
- (10) **What is the level of your satisfaction with the reference subject's project management structures, processes, and personnel?**

Please respond by circling the appropriate number on the scale below.



**What, if any, comments do you have regarding the score selected above?**

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- (11) Considering the staff assigned by the reference subject to deliver the goods or services described in response to question 3 above, how satisfied are you with the technical abilities, professionalism, and interpersonal skills of the individuals assigned?

*Please respond by circling the appropriate number on the scale below.*

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
least satisfied						most satisfied

What, if any, comments do you have regarding the score selected above?

- (12) Would you contract again with the reference subject for the same or similar goods or services?

*Please respond by circling the appropriate number on the scale below.*

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
least satisfied						most satisfied

What, if any, comments do you have regarding the score selected above?

**REFERENCE SIGNATURE:**

(by the individual completing this request for reference information)

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(must be the same as the signature across the envelope seal)

**DATE:**



6. **RFP 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.