Pre-Response Conference

STUDENT READINESS AND STUDENTS WITH DISABILITIES ONLINE CONTENT DEVELOPMENT
RFP #33101-2012733109FA3

Tamara Byrd, March 15, 2021
Introduction

Conduct High-level Review of RFP Process

- Review entails the following RFP Sections:
  1. Procurement Purpose
  2. RFP Schedule of Events
  3. Response Requirements
  4. General Information & Requirements
  5. Procurement Process & Contract Award

Review the following RFP Attachments:
  6.1. Response State of Certifications & Assurances
  6.2. Technical Response & Evaluation Guide (Section A-Section C)
  6.3. Cost Proposal & Scoring Guide
  6.4. Reference Questionnaire
  6.5. Score Summary Matrix
  6.6. Pro Forma Contract


Q&A
Disclaimer

• All answers provided during the Conference are not official until the State answers in writing and amends the solicitation.

• Questions must be submitted in writing prior to the Written “Questions & Comments” Deadline in order to receive an official answer from the State.
RFP Coordinator Contact Info

Tamara Byrd
Sourcing Specialist
Office: Central Procurement Office
Phone: 615-532-2314
Email: Tamara.Byrd@tn.gov

• Prospective Respondents must direct communications concerning this RFP to the following person designated as the RFP Coordinator:

• Unauthorized contact about this RFP with employees or officials of the State of Tennessee except as detailed below may result in disqualification from consideration under this procurement process.
The State is seeking to create a suite of resources supporting two (2) content areas: Student Readiness and Students with Disabilities. Student Readiness refers to the academic and non-academic needs of students. Respondents may submit a proposal for either the Student Readiness content, the Students with Disabilities content, or both. This RFP may result in multiple contract awards. The contracts will be awarded based on the highest score for each content area.

Supporting the Student Readiness and Students with Disabilities requires differentiating to meet any need a student may have, ultimately eliminating barriers to accessing education. Whether these needs be academic or non-academic, the State’s goal is to ensure students, families, educators and community partners have access to the necessary resources to improve cognitive, physical, mental, social, and emotional development. The content procured through this RFP will be housed on the State’s Best For All Central (BFAC) online platform, with the Contractor uploading content as approved by the State. The State is open to proposals to create new resources or to adapt existing ones (or some combination), provided that the Respondents can ensure the State will have legal rights to use, modify, and distribute all content in perpetuity. In other words, Respondents may propose content that they have already developed, or customized content, as long as it meets that State’s requirements. This includes providing either perpetual ownership or licensing rights for the content.

The State is seeking a variety of resources to be provided for each Audience – Age Band – Topic combination. The resources, to be developed in the greatest quantity, are articles, videos, learning modules, toolkits, and professional development trainings for educators. The State is also seeking Assessments/Diagnostics/Surveys, printables/checklists, podcasts, lesson plans, and unit plans. Resources will also need to include Implementation Tools to promote ease of navigation and thorough understanding of the range of content and materials available. This includes providing video overviews and PowerPoint presentations with training resources.

The awarded Contractor(s) will be expected to provide content on a rolling timeline and is expected to provide updates to content throughout the Contract Term to ensure it remains relevant and current.

If multiple Respondents are selected two contracts total will be awarded as follows
(a) one contract will be awarded for Student Readiness content at a maximum liability of $1.5 million over 13 months, with content to be completed by the contract end date of June 30, 2022; and
(b) one contract will be awarded for Students with Disabilities content at a maximum liability of $6 million over 19 months, with content to be completed by the contract end date of December 30, 2022.

If one Respondent is selected for both scopes of work, two contracts will be awarded:
(a) one contract will be awarded for Student Readiness content at a maximum liability of $1.5 million over 13 months, with content to be completed by the contract end date of June 30, 2022; and
(b) one contract will be awarded for Students with Disabilities content at a maximum liability of $6 million over 19 months, with content to be completed by the contract end date of December 30, 2022.
## RFP Section 2 - RFP Schedule of Events

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME (central time zone)</th>
<th>DATE UPDATES or CONFIRMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>-</td>
<td>March 8, 2021</td>
</tr>
<tr>
<td><strong>RFP Amendment 1</strong></td>
<td>-</td>
<td>March 9, 2021</td>
</tr>
<tr>
<td>Disability Accommodation Request Deadline</td>
<td>2:00 p.m.</td>
<td>March 11, 2021</td>
</tr>
<tr>
<td>Pre-response Conference</td>
<td>12:00 p.m.</td>
<td>March 15, 2021</td>
</tr>
<tr>
<td>Notice of Intent to Respond Deadline</td>
<td>2:00 p.m.</td>
<td>March 17, 2021</td>
</tr>
<tr>
<td>Written “Questions &amp; Comments” Deadline</td>
<td>2:00 p.m.</td>
<td>March 22, 2021</td>
</tr>
<tr>
<td>State Response to Written “Questions &amp; Comments”</td>
<td></td>
<td>April 1, 2021</td>
</tr>
<tr>
<td>Response Deadline</td>
<td>2:00 p.m.</td>
<td>April 9, 2021</td>
</tr>
<tr>
<td>State Completion of Technical Response Evaluations</td>
<td></td>
<td>April 16, 2021</td>
</tr>
<tr>
<td>State Opening &amp; Scoring of Cost Proposals</td>
<td>2:00 p.m.</td>
<td>April 19, 2021</td>
</tr>
<tr>
<td><strong>Negotiations (Optional)</strong></td>
<td>4:30 p.m.</td>
<td>April 20, 2021 – April 23, 2021</td>
</tr>
<tr>
<td>State Notice of Intent to Award Released and RFP Files Opened for Public Inspection</td>
<td>2:00 p.m.</td>
<td>April 29, 2021</td>
</tr>
<tr>
<td>End of Open File Period</td>
<td></td>
<td>May 6, 2021</td>
</tr>
<tr>
<td>State sends contract to Contractor for signature</td>
<td></td>
<td>May 10, 2021</td>
</tr>
<tr>
<td>Contractor Signature Deadline</td>
<td>2:00 p.m.</td>
<td>May 12, 2021</td>
</tr>
</tbody>
</table>
RFP Section 3 – Response Requirements

- Section 3 details the response requirements:
  - Prescribes response format and forms
  - Delivery and organization of the response
  - Response and respondent Prohibitions
  - Other information pertaining to RFP responses

- Response consists of two parts:
  - **Technical Response** – Completed using RFP Attachment 6.2, Technical Response & Evaluation. Includes Section A - Mandatory Requirement Items (Pass/Fail), Section B - General Qualifications & Experience Items, and Section C - Technical Qualifications, Experience & Approach Items, all of which must be addressed with a written response and, in some instances, additional documentation.

  - **Cost Proposal** – A Cost Proposal must be recorded on an exact duplicate of the RFP Attachment 6.3. Cost Proposal & Scoring Guide. (See RFP Section 3.1.2. et seq.).
RFP Section 4 – General Contracting Information & Requirements

- Contains information on RFP process and actions that can be taken by the State of Tennessee to update the RFP and associated documents
  - RFP Amendment
  - RFP Cancellation
  - State Right of Rejection
    - The State may deem as non-responsive and reject any response that does not comply with all terms, conditions, and performance requirements of this RFP.

- Contracting requirements –
  - Must provide Certificate of Insurance. Register with the Tennessee Department of Revenue for the collection of Tennessee sales and use tax or show proof of exemption.
  - Insurance Requirements
  - Assignment & Subcontracting
Evaluation Categories & Maximum Points

The State will consider qualifications, experience, technical approach, and cost in the evaluation of responses and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each response deemed by the State to be responsive.

<table>
<thead>
<tr>
<th>Student Readiness Content EVALUATION CATEGORY</th>
<th>MAXIMUM POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Qualifications &amp; Experience</td>
<td>20</td>
</tr>
<tr>
<td>Technical Qualifications, Experience &amp; Approach</td>
<td>50</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students with Disabilities Content EVALUATION CATEGORY</th>
<th>MAXIMUM POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Qualifications &amp; Experience</td>
<td>20</td>
</tr>
<tr>
<td>Technical Qualifications, Experience &amp; Approach</td>
<td>50</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>30</td>
</tr>
</tbody>
</table>
• Evaluation Process – The State of Tennessee will utilize a proposal evaluation team to evaluate each respondent’s response.

• The Solicitation Coordinator will calculate the sum of the Technical Response section scores and the Cost Proposal score and record the resulting number as the total score for the subject Response (refer to RFP Attachment 6.5., Score Summary Matrix).
The Technical Response & Evaluation Guide can be categorized into three (3) sections:

A. Attachment A: Mandatory Requirement Items – Pass/Fail

B. Attachment B: General Qualifications & Experience Items – 20 points maximum score

C. Attachment C: Technical Qualifications, Experience & Approach - Items scored on 5-point scale. Section worth 50 maximum points
The Respondent must sign and complete the Statement of Certifications and Assurances and it must be included in the Technical Response (as required by RFP Attachment 6.2.-Section A., Mandatory Requirement Items Item A.1.).

- The Respondent must sign and complete the Statement of Certifications and Assurances and it must be included in the Technical Response (as required by RFP Attachment 6.2.-Section A., Mandatory Requirement Items Item A.1.).

1. The Respondent will comply with all of the provisions and requirements of the RFP.
2. The Respondent will provide all services as defined in the Scope of the RFP, Pro Forma Contract for the total Contract Term.
3. The Respondent, except as otherwise provided in this RFP, accepts and agrees to all terms and conditions set out in the RFP Attachment 6.6., Pro Forma Contract.
4. The Respondent acknowledges and agrees that a contract resulting from the RFP shall incorporate, by reference, all proposal responses as a part of the Contract.
5. The Respondent will comply with:
   a. the laws of the State of Tennessee;
   b. Title VI of the federal Civil Rights Act of 1964;
   c. Title IX of the federal Education Amendments Act of 1972;
   d. the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
   e. the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
1. To the knowledge of the undersigned, the information detailed within the response submitted to this RFP is accurate.
2. The response submitted to this RFP was independently prepared, without collusion, under penalty of perjury.
3. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with this RFP or any resulting contract.
4. Both the Technical Response and the Cost Proposal submitted in response to this RFP shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract pursuant to the RFP.
5. The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: “By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106.” For reference purposes, the list is currently available online at http://www.tn.gov/generalservices/article/Public-Information-library.

By signing this Statement of Certifications and Assurances, below the signatory also certifies legal authority to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it. If the signatory is not the Respondent (if an individual) or the Respondent’s company President or Chief Executive Officer, this document must attach evidence showing the individual’s authority to bind the Respondent.

DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE RESPONDENT

SIGNATURE: __________________________
PRINTED NAME & TITLE: __________________________
DATE: __________________________
RESPONDENT LEGAL ENTITY NAME: __________________________
RFP Attachment 6.4
Reference Questionnaire

- RFP Attachment 6.4 Reference Questionnaire must be completed per RFP Attachment 6.2.- Section B – General Qualifications & Experience Items, B.17.)

- The Respondent will be solely responsible for obtaining fully completed reference questionnaires and including them in the sealed Technical Response (follow instructions in RFP Attachment B: Section B – General Qualifications & Experience Items, B.17.)
The Pro Forma Contract is the Contract that will result from the RFP.

It contains the Scope of Work, Term of Contract, Payment Terms and Conditions, Mandatory Terms and Conditions, and Special Terms and Conditions.
## RFP Diversity Response B.15.

### Richard VanNorman

<table>
<thead>
<tr>
<th>B.15.</th>
<th>Provide documentation of the Respondent’s commitment to diversity as represented by the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>(a) Business Strategy.</strong> Provide a description of the Respondent’s existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises. Please also include a list of the Respondent’s certifications as a diversity business, if applicable.**</td>
</tr>
<tr>
<td></td>
<td><strong>(b) Business Relationships.</strong> Provide a listing of the Respondent’s current contracts with business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises. Please include the following information:</td>
</tr>
<tr>
<td></td>
<td>(i) contract description;</td>
</tr>
<tr>
<td></td>
<td>(ii) contractor name and ownership characteristics (i.e., ethnicity, gender, service-disabled veteran-owned or persons with disabilities);</td>
</tr>
<tr>
<td></td>
<td>(iii) contractor contact name and telephone number.</td>
</tr>
<tr>
<td></td>
<td><strong>(c) Estimated Participation.</strong> Provide an estimated level of participation by business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities and small business enterprises if a contract is awarded to the Respondent pursuant to this RFP. Please include the following information:</td>
</tr>
<tr>
<td></td>
<td>(i) a percentage (%) indicating the participation estimate. (Express the estimated participation number as a percentage of the total estimated contract value that will be dedicated to business with subcontractors and supply contractors having such ownership characteristics only and <strong>DO NOT INCLUDE DOLLAR AMOUNTS</strong>);</td>
</tr>
<tr>
<td></td>
<td>(ii) anticipated goods or services contract descriptions;</td>
</tr>
<tr>
<td></td>
<td>(iii) names and ownership characteristics (i.e., ethnicity, gender, service-disabled veterans, or disability) of anticipated subcontractors and supply contractors.</td>
</tr>
</tbody>
</table>

**NOTE:** In order to claim status as a Diversity Business Enterprise under this contract, businesses must be certified by the Governor’s Office of Diversity Business Enterprise (Go-DBE). Please visit the Go-DBE website at [https://tn.diversitysoftware.com/EndUser/StartCertification.asp?TN=tn&XID=9810](https://tn.diversitysoftware.com/EndUser/StartCertification.asp?TN=tn&XID=9810) for more information.

|       | **(d) Workforce.** Provide the percentage of the Respondent’s total current employees by ethnicity and gender. |
|       | **NOTE:** Respondents that demonstrate a commitment to diversity will advance State efforts to expand opportunity to do business with the State as contractors and subcontractors. Response evaluations will recognize the positive qualifications and experience of a Respondent that does business with enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises and who offer a diverse workforce. |
• Questions or Concerns???

• If there are no additional questions this concludes the pre-response conference.

• Thank you for your attendance!