



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE

**REQUEST FOR PROPOSALS # 33501-  
218002 AMENDMENT # 2**

**REVIEW, CONSULTATION AND  
FORMAL EXPERT OPINION OF HOME  
INSPECTION REPORTS**

DATE: December 18, 2020

RFP # 33501-218002 IS AMENDED AS FOLLOWS:

1. State responses to questions and comments in the table below amend and clarify this RFP.

Question #	Question Location	Question	State's Response
1	RFP Attachment 6.3 Cost Proposal  Pro Forma Section A	How many inspection reports would I be expected to professionally review as per this contract?	90% of all complaints received are submitted to a HIL reviewer for subject-matter expertise review. An estimated 50-75 complaints are submitted for review per year.
2	RFP Attachment 6.3 Cost Proposal  Pro Forma Section C.3.	Pay is on a per-report basis, correct?	Review of relevant files, related information and submission of full written report is payable on a per-report basis. All other services are payable at an hourly rate including: <ul style="list-style-type: none"><li>• Formal hearing preparation and preparation of all supporting documentation including full written report</li><li>• Expert witness testimony for formal hearings, including depositions.</li><li>• On-site inspection of property</li></ul>

3	RFP Attachment 6.3 Cost Proposal  Pro Forma Section C.3.	What is the estimated time commitment for each report review?	Typically, one (1) to three (3) hours depending on the length and complexity of the inspection report.
4	Pro Forma Section A	How are the report reviews conducted and reviews formally submitted (i.e., is there a form I fill out or would it be narrative type responses)?	There is a memo form that is completed and submitted to the reviewer from the legal team requesting review. Narrative reports are submitted back to the legal team from the reviewer.
5	RFP Attachment 6.3 Cost Proposal  Pro Forma Section C.3.	What would the quantity of services be?	The quantity of services vary. See response to question #6 below.
6	RFP Attachment 6.3 Cost Proposal  Pro Forma Section C.3.	How many reviews, consultations, written opinions, court appearances would be expected?	Per annum, the estimated number of reviews would be 50-75 reviews; each review requires a written report. The estimated number of administrative hearings would be 4-10 hearings per year and reviewer would be compensated at an hourly rate for hearing preparation and HIL expert reviewer testimony.

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.

2. **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.