



STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES

**REQUEST FOR PROPOSALS # 34513-38024
AMENDMENT # 1
FOR CHILD SUPPORT ENFORCEMENT SERVICES
30TH JUDICIAL DISTRICT, TENNESSEE (SHELBY
COUNTY)**

DATE: MAY 23, 2023

RFP # 34513-38024 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		May 22, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	May 25, 2023
3. Pre-response Conference	10:00 a.m.	May 26, 2023
4. Notice of Intent to Respond Deadline	2:00 p.m.	May 29, 2023
5. Written "Questions & Comments" Deadline	2:00 p.m.	June 1, 2023
6. State Response to Written "Questions & Comments"		June 9, 2023
7. Response Deadline	2:00 p.m.	June 16, 2023
8. State Completion of Technical Response Evaluations		June 30, 2023
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	July 3, 2023
10. Negotiations		July 5, 2023 through July 6, 2023
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	July 7, 2023
12. End of Open File Period		July 14, 2023

13. State sends contract to Contractor for signature		July 17, 2023
14. Contractor Signature Deadline	2:00 p.m.	July 21, 2023

2. **Delete RFP section 1.4.6 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

1.4.6 The State will convey all official responses and communications related to this RFP to the prospective Respondents from whom the State has received a Notice of Intent to Respond (refer to RFP Section 1.8).

3. **Delete RFP section 2.2 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

2.2 The State reserves the right, at its sole discretion, to adjust the RFP Schedule of Events as it deems necessary. Any adjustment of the Schedule of Events shall constitute an RFP amendment, and the State will communicate such to prospective Respondents from whom the State has received a Notice of Intent to Respond (refer to Section 1.8).

4. **Delete RFP section 4.1 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

4.1 RFP Amendment

The State at its sole discretion may amend this RFP, in writing, at any time prior to contract award. However, prior to any such amendment, the State will consider whether it would negatively impact the ability of potential Respondents to meet the response deadline and revise the RFP Schedule of Events if deemed appropriate. If an RFP amendment is issued, the State will convey it to potential Respondents who submitted a Notice of Intent to Respond (refer to RFP Section 1.8). A response must address the final RFP (including its attachments) as amended.

5. **Delete the following RFP section 5.2.1.5 and renumber any subsequent sections as necessary.**

6. **Add the following as RFP section 1.7 and renumber any subsequent sections as necessary:**

1.7 Pre-Response Conference

A Pre-response Conference will be held at the time and date detailed in the RFP Section 2, Schedule of Events. Pre-response Conference attendance is not mandatory, and prospective Respondents may be limited to a maximum number of attendees depending upon overall attendance and space limitations.

The conference will be held at:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 214 278 777 583

Passcode: A7P54L

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

stateoftn@m.webex.com

Video Conference ID: 115 201 987 0

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 629-209-4396,,673012460#](#) United States, Nashville

Phone Conference ID: 673 012 460#

[Find a local number](#) | [Reset PIN](#)

The purpose of the conference is to discuss the RFP scope of goods or services. The State will entertain questions, however prospective Respondents must understand that the State's oral response to any question at the Pre-response Conference shall be unofficial and non-binding. Prospective Respondents must submit all questions, comments, or other concerns regarding the RFP in writing prior to the Written Questions & Comments Deadline date detailed in the RFP Section 2, Schedule of Events. The State will send the official response to these questions and comments to prospective Respondents from whom the State has received a Notice of Intent to respond as indicated in RFP Section 1.8 and on the date detailed in the RFP Section 2, Schedule of Events.

7. **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.