



STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES

EXPRESS REQUEST FOR PROPOSALS # 34549-62222
AMENDMENT # 1
FOR CHILD CARE TASK FORCE CONSULTANT

DATE: DECEMBER 7, 2021

ERFP # 34549-62222 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. ERFP Issued		November 17, 2021
2. Notice of Intent to Respond Deadline and Disability Accommodation Request Deadline	4:30 p.m.	November 19, 2021
3. Written "Questions & Comments" Deadline	4:30 p.m.	December 1, 2021
4. State Response to Written "Questions & Comments"		December 7, 2021
5. Response Deadline	2:00 p.m.	December 14, 2021
6. State Completion of Technical Response Evaluations		December 17, 2021
7. State Opening & Scoring of Cost Proposals		December 20, 2021
8. State Notice of Intent to Award Released <u>and</u> ERFP Files Opened for Public Inspection		December 27, 2021
9. End of Open File Period		January 4, 2022
10. State sends contract to Contractor for signature		January 4, 2022
11. Contractor Signature Deadline	2:00 p.m.	January 11, 2022

2. State responses to questions and comments in the table below amend and clarify this ERFP.

Any restatement of ERFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the ERFP document.

ERFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
Pro Forma Contract	24-43	Is the vendor required to complete the information in red font and sign this document with a proposal response?	No, vendors are not required to fill in the red font areas of the Pro Forma. Information needed will be added based on the awarded.
		Is there a meeting schedule for the child care task force, and how often do meetings occur?	Yes, see the attached schedule. The taskforce meets monthly and dates are scheduled to change at the discretion of the State and the Taskforce.
		Are meetings held in person, or is there an option for the contractor or task force members to attend virtually?	The meetings are in-person, with a live stream option. The contractor and taskforce members are expected to attend in person.
		Will the state be able to assist the contractor by providing relevant data for analysis from Department of Human Services or other relevant state agencies?	Yes.
		Can you please clarify the requirement C.11: "Provide a narrative that clearly illustrates the Respondent's ability to provide project management, grant budgeting, and accounting services to recipients of federal funding and completed and active registration in the System for Award Management - SAM.gov," and how it relates to this scope of work?	This requirement speaks to the fundamental qualifications and status of the bidder to be able to manage a project of this type.
		Will the selected contractor play a role in facilitating or planning task force meetings, and will the contractor be expected to gather feedback or facilitate decision-making by the task force? If not, will the state be doing so?	The consultant will play a role in facilitating discussions of the task force and planning task force meetings. The contractor will attend each meeting to provide an update about their activities and the status of deliverables. They may also be asked to provide research or information during meetings to support Task Force decision making.

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5.2.3.3	10	Target Pricing: Has the state allocated a specific dollar amount or an expected range of expenditures associated with this Scope of Work?	In order to protect the integrity of cost competition in this solicitation, the State will not provide any such information at this time.
A.6	25	Expectation of On-Site Work: Section A.6. requires the contractor to participate in regular and special meetings of the task force, and give presentations at the request of the state – Does the State of Tennessee expect the contractor to work on-site other than for key meetings? Are these meetings expected to be monthly?	The contractor is expected to be on site for meetings. There are monthly meetings of the taskforce and may be additional meetings. The contractor is expected to be at all taskforce meetings.
A.10.b.	27	Ad-Hoc Reports – Section A.10b states “Without limiting any other provision, the Contractor shall also provide ad hoc reports in such form and substance as the State may direct in writing. The Contractor shall deliver such information as is requested no later than seven (7) days after the State’s request.” Can the State provide clarification on examples of the types of ad-hoc reports that may be requested or the expected frequency of these report requests?	The state cannot provide examples. Requests for reports will be made through consultation of the full Child Care Task Force.
C.1	29	Liability Limitation: Section C.1 States “Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed Written Dollar Amount (\$Number) (“Maximum Liability”)” – Can the State of Tennessee please confirm the dollar amount of the Maximum Liability associated with this contract?	In order to protect the integrity of cost competition in this solicitation, the State will not provide any such information at this time.
D.19	34	Section D.19 asks contractors to indemnify the State against any and all claims. Would the	The State will not be entertaining changes or additions to Section D.19 at this time.

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		State consider mutual indemnification?	
N/A	N/A	Has the State modeled the Child Care Task Force initiative off of other analogous initiatives undertaken within or outside of the State of Tennessee that respondents might consider as exemplars as they develop their proposed approach?	The Child Care Task Force was not modeled off of other initiatives. The RFP materials and scope of services were modeled off of other consultant projects for the State of Tennessee.
A.12	Page 28 of the PDF, Page 5 of the Numbered ERFP	Section A.12 of the ERFP indicates, "...the State may request that the Contractor sign documents with those other entities, including but not limited to non-disclosure agreements, which are reasonably necessary to maintain cooperation and collaboration among and with any and all other State contractors, grantees, and state agencies in the performance of the Contract." Given this statement and the broader A.12 section, can the State confirm if, at this time, there are any specific contractors, grantees or agencies that the State expects to provide information to or receive information from as part of the scope of work for this ERFP?	The State has not yet identified specific contractors or grantees that will provide services in support of this project; however the Contractor will engage with the state agencies listed in the statute which are: Human Services, Health, Labor and Workforce Development, Education, and Economic and Community Development.
2.2	4	In relation to the Notice of Intent to Respond, if a vendor did not submit an intent to respond, will all updates in the form of amendments, question responses, changes in schedules also be posted to the <u>procurement website</u> in addition to being sent to vendors who did submit an Intent to Respond?	Yes
3.2.1.3	5	In order to meet the "seal, package and label the documents separately for delivery" requirement, would the state like vendors to submit their technical and cost	Two separate emails one for technical and one for cost is an appropriate submittal via email,

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		proposals in separate emails to the procurement contact?	
Attachment 6.2 Section C	18-19	In Items C.4, C.6, C.8, and C.9 the ERFP references "Attachment 6.6.1," however, there does not appear to be a section 6.6.1 in the documents provided. Can the state confirm that Attachment 6.6.1 is actually Attachment 6.4 <i>Pro Forma</i> Contract?	The reference to 6.6.1 in not correct. The reference should be 6.4.
Attachment 6.4 Pro Forma Contract A.5.b Research	2	Is there a target number of peer states you would like a vendor to interview?	There is not a target number. The consultant would be expected to consider which state systems would provide the most relevant information for the scope of this project.
Attachment 6.4 Pro Forma Contract C. Payment Terms and Conditions C.1	6	Does the State have a budget designated for this scope of work and if so, can you provide that information to vendors?	In order to protect the integrity of cost competition in this solicitation, the State will not provide any such information at this time.
N/A	N/A	Is it acceptable for a vendor to include a signed transmittal letter with their submittal?	Yes
A.6	2	What is the expectation for the task force meeting attendance, in person or virtual?	In-person.
A.6	2	Are there meetings already scheduled for the task force? - If so, could you share the schedule? - If not, what is the normal frequency of the meetings?	Yes, see the attached schedule. The taskforce meets monthly and dates are scheduled to change at the discretion of the State and the Taskforce.
A	1-6	Are milestone dates flexible with a shorter period of engagement?	Milestone dates are set to ensure statutory deadlines are met.
3.3	5-6	Does participating in this engagement, strategic planning, prohibit the awarded vendor opportunity for any implementation activities that may be needed as a result of the plan?	No, a vendor is not prohibited; however, if you have questions regarding issues of conflicts of interest, public procurement law, or related matters, you are encouraged to seek the advice of counsel. If respondents have questions about such issues, they are encouraged to seek the advice of counsel.

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A.10	4	Section A.10b. notes "Without limiting any other provision, the Contractor shall also provide ad hoc reports in such form and substance as the State may direct in writing.". Can you provide an estimation or more detail on the scope and frequency of the ad hoc reports?	We cannot. Requests for reports will be made through consultation of the full Child Care Task Force.
A.6	25	What's the schedule of Child Care Task Force Meetings?	See attached schedule.
5.2.3.3	11	What is the budget or anticipated award for the project?	In order to protect the integrity of cost competition in this solicitation, the State will not provide any such information at this time.
A.6	25-26	Is there a preference for virtual only work or are in-person meetings desired?	In-person attendance at monthly task force meeting is required; however, there may be additional meetings including but not limited to stakeholder meetings, special task force meetings and any other meetings at the discretion of the Task Force.
C.4		Attachment 6.6.1: Section A.6 (Child Care Task Force Meetings) – Provide a narrative that illustrates the Respondent's understanding of the requirements documented in Attachment 6.6.1 - Pro Forma Contract Section A.6 and its subsections.	Reference item 3 below
C.6		Attachment 6.6.1: Section A.7 (Interim Progress Report) – Provide a narrative that illustrates the Respondent's understanding of the requirements documented in Attachment 6.6.1 - Pro Forma Contract Section A.7 and its subsections.	Reference item 4 below
C.8		Attachment 6.6.1: Section A.8 (Focus Groups) – Provide a narrative that illustrates the Respondent's understanding of the requirements	Reference item 5 below

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		documented in Attachment 6.6.1 – Pro Forma Contract Section A.8 and its subsections.	
C.9		Attachment 6.6.1: Section A.9 (Final Report) – Provide a narrative that illustrates the Respondent’s understanding of the requirements documented in Attachment 6.6.1 - Pro Forma Contract Section A.9 and its subsections.	Reference item 6 below

3. **Delete ERFP Attachment 6.2 Section C.4 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

ERFP Attachment 6.4: Pro Forma Contract Section A.6 (Child Care Task Force Meetings) – Provide a narrative that illustrates the Respondent’s understanding of the requirements documented in **ERFP Attachment 6.4** - Pro Forma Contract Section A.6 and its subsections.

4. **Delete ERFP Attachment 6.2 Section C.6 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

ERFP Attachment 6.4: Pro Forma Contract Section A.7 (Interim Progress Report) – Provide a narrative that illustrates the Respondent’s understanding of the requirements documented in **ERFP Attachment 6.4** - Pro Forma Contract Section A.7 and its subsections.

5. **Delete ERFP Attachment 6.2 Section C.8 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

ERFP Attachment 6.4: Pro Forma Contract Section A.8 (Focus Groups) – Provide a narrative that illustrates the Respondent’s understanding of the requirements documented in **ERFP Attachment 6.4** - Pro Forma Contract Section A.8 and its subsections.

6. **Delete ERFP Attachment 6.2 Section C.9 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

ERFP Attachment 6.4: Pro Forma Contract Section A.9 (Final Report) – Provide a narrative that illustrates the Respondent’s understanding of the requirements documented in **ERFP Attachment 6.4** - Pro Forma Contract Section A.9 and its subsections.

7. **ERFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this ERFP not expressly amended herein shall remain in full force and effect.