



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

**REQUEST FOR PROPOSALS # 34716-20221  
AMENDMENT 5  
IMAGING, DATA CAPTURE AND REMITTANCE SYSTEM**

DATE: January 3, 2023

RFP # 34716-20221 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		October 10, 2022
2. Disability Accommodation Request Deadline	2:00 p.m.	October 13, 2022
3. Pre-response Conference	10:30 a.m.	October 14, 2022
4. Notice of Intent to Respond Deadline	2:00 p.m.	October 17, 2022
5. Written "Questions & Comments" Deadline	2:00 p.m.	October 21, 2022
6. State Response to Written "Questions & Comments"		December 9, 2022
7. Second Round Written "Questions & Comments" Deadline	2:00 p.m.	December 16, 2022
8. Second Round State Response to Written "Questions & Comments"		December 22, 2022
9. Response Deadline	2:00 p.m.	January 11, 2023
10. State Completion of Technical Response Evaluations		January 20, 2023
11. State Schedules Respondent Oral Presentation		January 24, 2023
12. Respondent Oral Presentation or Field Test	8:00 a.m. - 4:30 p.m.	January 30 – February 3, 2023
13. State Opening & Scoring of Cost Proposals	2:00 p.m.	February 6, 2023
14. Negotiations	4:30 p.m.	February 8 – 10, 2023

15. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection		February 15, 2023
16. End of Open File Period	4:30 p.m.	February 22, 2023
17. State sends contract to Contractor for signature		February 27, 2022
18. Contractor Signature Deadline	2:00 p.m.	March 1, 2023

**2. The questions below were inadvertently omitted from Amendment 4.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 Section 1	Pg. 1	1. Does the State intend to have data and images from previous solution migrated to the new solution?	No, the state does not intend to migrate images or data entry tables from the current scanning and data entry software to be replaced. However, there are many interfaces that will need to be connected which also have images and data. Please refer to Amendment 3- Attachment B "Current Interface Inventory"
RFP Section 1.1.3.		2. What is the Current vs Expected OCR/ICR recognition rate?	The current recognition rate is not relevant to this solicitation. The state expects each respondent to define the recognition rate their solution will provide. Reference RFP A.4.d
RFP Section 1.1.4.		3. Can the State provide the average number fields per tax form that need to be extracted?	Please refer to Amendment 3- Question 9. Each form varies in data fields. An average is not available.
RFP Section 1.1.4.		4. For the forms listed, can the State provide the average number of pages per form from which data needs to be captured?	Please refer to Amendment 3 – Question 9.
RFP Section 1.1.4.		5. What is the current monthly volume by Form type?	Please refer to Amendment 3 – Question 4.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
RFP Section 1.1.4.		6. What is the peak daily volume?	Please refer to Amendment 3 – Question 4. A “daily” number is not available.
		7. As per Amendment 3, Pro Forma Contract Section A.4.b. has been modified to remove reference to a cloud/SaaS solution. However, Attachment 6.3 (Cost Proposal) does not reflect this change. Can the State please clarify on this?	Please refer to item 3 below.
		8. Can you also provide the number of concurrent users who will access this system?	This information is not relevant to this solicitation. We are asking for a solution with one enterprise-wide license and unlimited users.
		9. Can you also provide the concurrent users during peak period?"	This information is not relevant to this solicitation. We are asking for a solution with one enterprise-wide license and unlimited users.
		10. How many concurrent and total # of users will require access to the system for data keying?	This information is not relevant to this solicitation. We are asking for a solution with one enterprise-wide license and unlimited users.
		11. How many concurrent and total # of users will require access to the Archive system?	This information is not relevant to this solicitation. We are asking for a solution with one enterprise-wide license and unlimited users.
RFP Section 1.1.	Pg. 1	12. This section states that existing hardware and software will be replaced. Can you please provide a description of all existing hardware and software?	The existing specifications for hardware and software to be replaced are not relevant to this solicitation. Please refer to Amendment 3 – Question 13 for clarification on hardware expectations. Please refer to Amendment 3-Attachment B “Current Interface Inventory” for models of the small equipment the State would like to keep and interface with the proposed solution.
RFP Section 1.1.4.	Pg. 2	13. In the Current Hardware section it is stated the work is currently scanned on two high-speed large scale scanners. Can you please provide the model and specs for these scanners to ensure vendor can meet all requirement with a new scanner?	See answer to question 12 above.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		14. What is the processing window for the various volumes listed? Daily? Weekly? Etc.?	This information is not relevant to this solicitation We are asking for a system where we control the workflows( processing windows) as stated in A.4.(12).
		15. For the desktop scanners required, it is mentioned that 3 sorting pockets are required. Please define what the State desired for each of these sorting pockets.	Please refer to Amendment 3 – Question 13 and Amendment 4- Question 1.
		16. What is the reason for this RFP? Is it due to state law requirements based on the current contract coming to an end?	This information is not relevant to this solicitation. Please refer to Statement of Procurement purpose 1.1.1 of RFP
		17. Is the State satisfied with the current incumbent?	This information is not relevant to this solicitation.

3. Delete RFP Attachment 6.2 – Cost Proposal & Scoring Guide in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFP ATTACHMENT 6.3.

**COST PROPOSAL & SCORING GUIDE**

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE—** The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachment 6.6.), “The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual’s authority to legally bind the Respondent.

RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
Hardware - Large Scanners (See Pro Forma Contract Section A.3.2.)	\$ / Scanner	1	
Hardware - Desktop Scanners (See Pro Forma Contract Section A.3.2.)	\$ / Scanner	6	
Software Configuration Implementation (Phase1 see Pro Forma Contract Attachment D)	\$ / One-Time Fee	1	
Software Configuration Implementation (Phase 2 see Pro Forma Contract Attachment D)	\$ / One-Time Fee	1	

Software Configuration Implementation (Phase 3 see Pro Forma Contract Attachment D)	\$	/ One-Time Fee	1	
Change order request (See Pro Forma Contract Section A.17.)	\$	/ Hourly	500	

Cost Item Description	Proposed Cost					State Use Only		
	Year 1	Year 2	Year 3	Year 4	Year 5	Sum	Evaluation Factor	Evaluation Cost (cost x factor)
Software License Fees (See Pro Forma Contract Section A.4.b.)	\$ / Annual Subscription	\$ / Annual Subscription	\$ / Annual Subscription	\$ / Annual Subscription	\$ / Annual Subscription		1	
Hardware Maintenance (See Pro Forma Contract Section A.20.2.)	\$ / Annual	\$ / Annual	\$ / Annual	\$ / Annual	\$ / Annual		1	
Software Maintenance (See Pro Forma Contract Section A.20.2.)	\$ / Annual	\$ / Annual	\$ / Annual	\$ / Annual	\$ / Annual		1	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above): The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.								
$\frac{\text{lowest evaluation cost amount from all proposals}}{\text{evaluation cost amount being evaluated}} \times 30$						$\text{(maximum section score)} \quad \text{SCORE} =$		

State Use – Solicitation Coordinator Signature, Printed Name & Date:

4. **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.