



STATE OF TENNESSEE  
Department of Environment and Conservation

## REQUEST FOR PROPOSALS # 34901-01589 AMENDMENT # 1 PSYCHOLOGICAL EVALUATIONS

DATE: May 22, 2025

RFP # 34901-01589 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		April 29, 2025
2. Disability Accommodation Request Deadline	2:00 p.m.	May 2, 2025
3. Pre-Response Conference	11:00 a.m.	May 5, 2025
4. Notice of Intent to Respond Deadline	2:00 p.m.	May 6, 2025
5. Written "Questions & Comments" Deadline	2:00 p.m.	May 9, 2025
6. State Response to Written "Questions & Comments"		May 22, 2025
7. Response Deadline	2:00 p.m.	May 30, 2025
8. State Completion of Technical Response Evaluations		June 6, 2025
9. State Opening & Scoring of Cost Proposals		June 9, 2025
10. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	June 17, 2025
11. End of Protest Period		June 25, 2025
12. State sends contract to Contractor for signature		June 26, 2025
13. Contractor Signature Deadline	2:00 p.m.	July 1, 2025

**2. 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.

<b>RFP SECTION</b>	<b>Page #</b>	<b>QUESTION/COMMENT</b>	<b>STATE RESPONSE</b>
		What is the anticipated contract start date?	The anticipated start date is July 31, 2025
		Who is the current provider of these services?	The State's current provider is Hughes McDaniels & Associates.
		Please provide the current contract and any addenda or modifications to the current contract.	The State is providing the current contract and all applicable amendments as Attachment Four of this RFP.
		Please provide utilization / number of assessments by category by year for the previous three years: •Pre-employment psychological appointment •Fitness-for-duty and/or debriefing appointment	The State is providing utilization data for the periods of August 2020 through March 2025:  Pre-Employment Psychologic Assessment: 2,104  Fitness-For-Duty and/or Debriefing: 149
Pro Forma A.5.	Pro Forma 4	Please provide any assessments or batteries required or is the contractor allowed to use their own assessment tools?	The current assessments approved by the State for Contractor usage are within current industry standards. They are: Minnesota Multiphasic Personality Inventory-3 (MMPI-3), Test of General Reasoning Ability (TOGRA) and, Candidate & Officer Personnel Survey (COPS-R). Please see the added term in the Pro Forma section A.5.m.
Pro Forma A.9.	Pro Forma 6	Are virtual training classes allowable?	No, as mentioned in Section A.9. Training Classes, the classes shall be held at a mutually agreed upon site in Nashville, Tennessee.
		Did the current provider deliver training per the contract requirements?	To date, the State has not requested the training from the current provider.
		How frequently are large groups or recruitment classes examinations completed annually?	Large group or recruitment class examinations are completed four (4) times a year on annual basis.
		How frequently in the last three years was the provider required to attend court based on these services?	The current provider has not been required to attend court within the last three (3) years.

RFP SECTION	Page #	QUESTION/COMMENT	STATE RESPONSE
		Please provide the number of staff the current contractor(s) utilizes to fulfill this contract - by licensure / position?	<p>The current contract has a total of five (5) full-time staff:</p> <p>2 Ph.D. Licensed Psychologists 3 Administrative Staff</p> <p>The current Contractor also utilizes two (2) Licensed Psychologists on contract to administer assessments. One contractor is a Psy.D. and the other is a Ph.D.</p>
		Are assessments completed in person, virtually, or a combination? Please provide the number or percentage of virtual vs. in person assessments.	<p>All testing is conducted in person for fitness-for-duty. The interview portion of the evaluation process for pre-employment is conducted in-person as this is the State's preference. The State has allowed for virtual interviews for pre-employment only on a case-by-case basis. For the period of August 2020 through March 2025, a total of 2,104 pre-employment assessments were conducted and twenty percent (20%) of these were conducted virtually.</p>
		What is the address of the location(s) where are assessments completed currently?	<p>The assessments are completed currently at the current Contractor's office</p>
		Where are training classes currently held? Does the state provide the location(s) and classroom space or is the provider expected to provide the classroom setting for training classes?	<p>To date, the State has not requested training from the current provider. In the event the State requests training, the State will provide the location and applicable classroom space for facilitation.</p>
		Please provide the expenditure / payments to the current provider(s) of these services for 2022, 2023, 2024, 2025 YTD.	<p>The State is providing expenditures on an annual basis starting with the contract's fiscal year of the effective start date.</p> <p>FY2022: \$14,830 FY2023: \$127,395.00 FY2024: \$239,705.00 FY2025 (as of May 1, 2025): \$136,960.00</p>
Pro Forma A.5.n.	Pro Forma 4	Please confirm the provider is not responsible for the medical assessment of the individual(s) being screened.	<p>The vendor is not responsible for the medical assessment of the individual(s) being screened. Please see the added term in the Pro Forma section A.5.n.</p>

RFP SECTION	Page #	QUESTION/COMMENT	STATE RESPONSE
		Are there state-required assessments or screens for these services? If yes, please provide those screening/testing tools.	The State does not require any State-specific assessments or screenings.
		Is there interest in or opportunity for evaluations that are conducted via a secure telehealth platform, or is the request for in-person assessment only? Further, would it be beneficial to be able to offer a choice to candidates of in-person or virtual assessment?	On a case-by-case basis, the State will permit for the facilitation of evaluations to be conducted through a secured, HIPAA compliant, telehealth platform.
		What was the recent average number of candidates evaluated monthly or annually? However, such was tracked.	The recent annual average is four hundred (400) and it is tracked monthly.
		Are there any expected changes in this volume due to scalebacks or particular hiring initiatives?	At the time of this RFP Amendment, the State does not anticipate the estimated volume to be affected. Please note a quantity adjustment was made to the Cost Proposal item for "Pre-Employment Testing and Evaluation". The original value was calculated as the number of evaluations per quarter instead of the number of evaluations annually.
Pro Forma A.11.	Pro Forma 7	We are happy to comply with any Secure Email/transmission requirement. We currently use WinSCP as an file transfer protocol for submitting deliverables to the Tn Department of Safety & Homeland Security, and ask if this will be the continued method of deliver for this contract?	No, WinSCP is not a DIRECT accredited HISP as required by RFP Attachment 6. Pro Forma Section A.11. Direct Secure Messaging

3. Delete RFP Attachment 6.3 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

**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 providing goods or services as defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract, for the entire contract period. The Cost Proposal shall remain valid for at least 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 compensable unit 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 any goods or services from the Contractor in any specific dollar amounts or to request any goods or services 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 this RFP. If the individual signing this Cost Proposal is not the *President* or *Chief Executive Officer*, the Respondent must attach evidence to the Cost Proposal showing the individual's authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>	
<b>PRINTED NAME &amp; TITLE:</b>	
<b>DATE:</b>	

<b>RESPONDENT LEGAL ENTITY NAME:</b>								
<b>Cost Item Description</b>	<b>Proposed Cost</b>					<b>State Use ONLY</b>		
	<b>August 1, 2025 – July 31, 2026</b>	<b>August 1, 2026 – July 31, 2027</b>	<b>August 1, 2027 – July 31, 2028</b>	<b>August 1, 2028 – July 31, 2029</b>	<b>August 1, 2029 – July 31, 2030</b>	<b>Sum</b>	<b>Evaluation Factor</b>	<b>Evaluation Cost (sum x factor)</b>
Pre-Employment Testing and Evaluation (see <i>ProForma</i> Section A.5., A.6., and A.7.)	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation		600	
Current Commissioned Employee Testing and Evaluation (Fitness for Duty and/or Threat Assessment) (see <i>ProForma</i> Section A.5., A.6., and A.8.)	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation		30	
Current Civilian Employee Testing and Evaluation (Fitness for Duty and/or Threat Assessment) (see <i>ProForma</i> Section A.5., A.6., and A.8.)	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation	\$ / Evaluation		20	
Training Classes (see <i>ProForma</i> Section A.5., A.6., and A.9.)	\$ / Class	\$ / Class	\$ / Class	\$ / Class	\$ / Class		12	
Consultative Support (see <i>ProForma</i> Section A.5., A.6., and A.10.)	\$ / Hour	\$ / Hour	\$ / Hour	\$ / Hour	\$ / Hour		30	
<b>TOTAL 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.								
$\frac{\text{lowest evaluation cost amount from all proposals}}{\text{evaluation cost amount being evaluated}} \times 30 \text{ (maximum possible score)} = \text{SCORE}$								

<b>RESPONDENT LEGAL ENTITY NAME:</b>								
<b>Cost Item Description</b>	<b>Proposed Cost</b>					<b>State Use ONLY</b>		
	<b>August 1, 2025 – July 31, 2026</b>	<b>August 1, 2026 – July 31, 2027</b>	<b>August 1, 2027 – July 31, 2028</b>	<b>August 1, 2028 – July 31, 2029</b>	<b>August 1, 2029 – July 31, 2030</b>	<b>Sum</b>	<b>Evaluation Factor</b>	<b>Evaluation Cost (sum x factor)</b>
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>								

**4. Delete Pro Forma section A.9. Training Classes in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

A.9. Training Classes. The Contractor shall annually provide a three to four (3-4) hour training class to twelve to twenty (12-20) commissioned and/or civilian supervisors. The training class shall focus on recognizing potential psychological problems in employees. There shall be a maximum of twelve (12) classes held **annually** at a mutually agreed upon site in Nashville, Tennessee. These classes shall cover, but not be limited to the following:

- a. Early detection of an employee's psychological problem.
- b. Methods of communication.
- c. How to effectively communicate with employees.
- d. How to effectively deal with stress.
- e. How to eliminate stress with employees.
- f. Dealing with adversarial employees.
- g. How to effectively deal with the public.
- h. How to efficiently handle employees experiencing psychological problems.

**5. Add the following as Pro Forma section A.5.m. and renumber any subsequent sections as necessary:**

m. The current assessments approved by the State for Contractor usage are within current industry standards. They are: Minnesota Multiphasic Personality Inventory-3 (MMPI-3), Test of General Reasoning Ability (TOGRA) and, Candidate & Officer Personnel Survey (COPS-R).

**6. Add the following as Pro Forma section A.5.n. and renumber any subsequent sections as necessary:**

n. The vendor is not responsible for the medical assessment of the individual(s) being screened.

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.