

**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR APPLICATION**

**FOR**

**ESSENTIAL EQUIPMENT PURCHASES FOR  
LICENSED AMBULANCE SERVICES IN TENNESSEE**

**RFA # 34307-32724**

**REQUEST FOR APPLICATION**  
**STATE OF TENNESSEE**  
**DEPARTMENT OF HEALTH**

**I. Introduction:**

The State of Tennessee is providing funding for essential equipment purchases for licensed ambulance services in Tennessee.

Any single purchased item must be at least \$5,000.00 or greater to be eligible for reimbursement. Already purchased items must have been procured on or after July 1, 2023. Any items pending purchase must be procured on or prior to June 30, 2024. The maximum reimbursement per Service is \$150,000.00.

The State is seeking applications to provide the services outlined in this RFA. The State will offer **Multiple** grant(s) for a total of \$ **2,000,000.00**. The project period is expected to begin on **July 1, 2023** and will last for 12 months. At this time, no additional funding is expected beyond the 12-month project period. The number and amount of grants awarded will depend on the number and budgets of the **Applications** received.

**II. APPLICATIONS:**

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions and IRS Form W9 for completion. The **Application** contains detailed questions about your organization’s background and the specifics of your proposed project.

**III. Schedule of Events**

The following is the anticipated schedule for awarding grants for the Essential Equipment Purchases for Licensed Ambulance Services in Tennessee. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		May 6, 2024
2. Pre-response Teleconference	10:00 a.m.	May 8, 2024

3. Written “Questions & Comments” Deadline	2:00 p.m.	May 9, 2024
4. State Response to Written “Questions & Comments”		May 10, 2024
5. Deadline for Applications	2:00 p.m.	May 15, 2024
6. Evaluation Notice Released		May 24, 2024
7. Effective Start Date of Contract		July 1, 2023

**Pre-response Teleconference:**

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA #34307-32724 Teleconference  
 Meeting number (access code): 2314 762 6181  
 Meeting password: EPwJVJst687  
 Meeting Link:  
<https://tn.webex.com/tn/j.php?MTID=m5c14c1cf6d5f72305bbce2f3f91374e5>  
 Join by phone: +1-415-655-0001 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Competitive Procurement Coordinator, listed below in Section IV.

**Questions and Answers:**

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Coordinator. The State’s responses will be emailed and posted as an Amendment to the following website:  
<https://www.tn.gov/health/funding-opportunities.html>.

**Deadlines stated above are critical.** If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

#### IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Coordinator at the address shown is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Melissa Painter  
Competitive Procurement Coordinator  
Service Procurement Program  
Division of Administrative Services  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-0285  
Fax: (615) 741-3840  
Email: Competitive.Health@tn.gov

#### Checklist for Submission of Applications:

- Application (**Attachment 1**) (Expand up to max of 5 pages if needed)
- Competitive Requirements
- State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions (**Mailed per instructions on form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

#### V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- Must be a Tennessee Licensed Ambulance Service

- Must meet criteria to receive funding by registering as a vendor with the State through Edison.
- Any equipment purchased must meet the requirements of the ambulance specifications for patient care as established by the EMS Rules and Regulations.
- Appropriate invoices showing purchased items are attached.
- Invoices are within specified reimbursement parameters.

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications(s) which is(are) most responsive to the State's needs.

- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

## VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for Essential Equipment Purchases for Licensed Ambulance Services in Tennessee grant award and notify the State in advance if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**