



STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION

**REQUEST FOR GRANT PROPOSALS # 32901-31373  
AMENDMENT # 1  
FOR EVIDENCE-BASED VIOLENT REDUCTION  
PROGRAMMING**

**DATE: MAY 9, 2024**

**RFGP # 32901-31373 IS AMENDED AS FOLLOWS:**

1. This RFGP 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 (all dates are state business days)
1. RFGP Issued		APRIL 29, 2024
2. Deadline for Potential Proposer Questions	4:30 p.m.	MAY 3, 2024
3. State's Response to Proposer Questions		MAY 9, 2024
4. Proposal Deadline	2:00 p.m.	MAY 23, 2024
5. Qualifications Evidence Evaluations Completed		JUNE 4, 2024
6. Cost Proposals Opened & Lowest Cost Identified	2:00 p.m.	JUNE 5, 2024
7. Award Notice Released and RFP Files Opened for Public Inspection	2:00 p.m.	JUNE 7, 2024
8. Open File Period Ends		JUNE 18, 2024
9. Contract Signed by the State		JUNE 20, 2024
10. Contractor Signature Deadline	2:00 p.m.	JUNE 25, 2024

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.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
1	1	1 <b>Introduction</b> estimates that a total of 4,107 inmates	a. Section A.8. of the grant contract allows for class facilitation sizes to be limited to a maximum of fifteen (15) inmates to one (1) program facilitator per class, per site. The State cannot be anymore specific at this time.

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		<p>statewide will receive program facilitation.</p> <p>a. For each program location—approximately how many inmates will receive programming each month?</p> <p>b. For each program location—approximately how many males and how many females will receive programming each month?</p> <p>c. For each program location—approximately how many program participants will be released from the facility each month?</p>	<p>b. Each location will vary but will be based on the Risk Need Assessment and who scores med/high for aggressive or violent behavior. Inmate populations vary daily based on transfers, movements, and releases. At this time, the State is cannot provide a definitive count. Please reference Section A.6. of the grant contract as it relates to priority placement based on the RNA. The contract does not guarantee a minimum or maximum numbers of inmates to receive EBP.</p> <p>c. Each location will vary each month as inmate releases are contingent based on decisions rendered by the Board of Parole, sentencing credits, RNA results, and any legislative changes.</p>
2	3	2	<p>Schedule of Events states that the State's Response to Proposer Questions will be provided on May 16. The Proposal Deadline is only five business</p> <p>In order to meet the State's July 1<sup>st</sup> implementation goal, the State cannot extend any deadlines within the Schedule of Events.</p>

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		<p>days later, on May 23.</p> <p>a. Will the State please extend the submission timeframe to allow for at least 10 business days between the State's Response to Proposer Questions and the Proposal Deadline? This will provide Proposers with the time needed to incorporate the State's clarifications and submit the most compliant Proposals</p>	
3.2	4	<p>3</p> <p><b>Proposal Delivery</b> states that Proposals must be submitted electronically via email and that both the Qualifications Evidence and Cost Proposal portions of the Proposal are received by the State separately.</p> <p>Will the State accept a</p>	<p>Yes, the State will accept a single submission from all Respondents with both the Qualifications Evidence and Cost Proposal clearly labeled as two separate attachments.</p>

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		<p>single submission email from the Proposer, with both the Qualifications Evidence and the Cost Proposal attached as two separate files?</p>	
Attachment 6.1.	7	<p>4. Items 2 and 3 mention RFP Attachment 6.6 Pro Forma Contract.</p> <p>Will the State please provide a copy of RFP Attachment 6.6 Pro Forma Contract? We did not see it included in the RFGP.</p>	<p>The State recognizes this is a typographical error. RFP Attachment 6.6 does not exist. The applicable contract for this procurement is RFGP Attachment 6.4. Grant Contract.</p>
Attachment 6.2.	9	<p>5. <b>Item 6.2.8</b> asks for a sample program schedule for morning, mid-day, and evening sessions.</p> <p>A. For each program location—please provide the facility’s normal schedule for the availability of programming services, such as those requested under the RFGP.</p> <p>b. Does the State have a preference on how the Contractor should offer morning, afternoon, and evening programming in</p>	<p>a. Typically full-time programs are taught for 30 hours each week. Three hours in the morning and three hours in the afternoon.</p> <p>b. Yes, there is a preference, and the schedule will be dictated once the facilitators are in place. The State will attempt to avoid evening classes.</p> <p>c. Programming will be for thirty (30) hours each week.</p> <p>d. The duration requirement has not been established at this time however, the State will work with the awarded vendor to provide guidance on the duration for program completion upon contract implementation.</p> <p>e. Individuals will not be placed in more than one track at a time.</p>

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		<p>facilities where only 1 Program Facilitator is required?</p> <p>c. Does the State have a requirement for how many hours of programming are to be provided each week?</p> <p>d. Does the State have a requirement for the total duration of each programming group—for example, the total length of time for completion of Anger Management?</p> <p>e. Does the State have a requirement for separate programming tracks? Or can an individual be placed in more than one group?</p>	
Attachment 6.2.	9	<p>6. <b>Item 6.2.9</b> asks for a sample intake instrument.</p> <p>a. Does the State have a preferred intake instrument that the Contractor should use, that</p>	<p>There is not an intake instrument that will be used for this programming. Participants in this program will be those placed on rosters based on the Risk and Needs Assessment. The State is removing this requirement from the RFGP.</p>

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		<p>would match what is used in other State programs?</p>	
<p>Attachment 6.3. Budget Evaluation Guide</p>	<p>10</p>	<p>7. Item C.5 states that the Budget Proposals will be evaluated for identification of a state agency acting as a cognizant agency, under which the grantee has an indirect cost rate—and if so, has the indirect cost rate been specified.</p> <p>a. Will the State be acting as the cognizant agency?</p> <p>b. Does the above specified C.5 language mean that the State will be evaluating the amount of the Proposer's indirect cost rate? Or evaluating the Proposer's compliance with a certain policy?</p> <p>c. RFGP Attachment 6.3 includes a footnote that makes reference to CPO Policy 2013-007 (as amended on 1/15/2015). This policy does not include an indirect cost rate</p>	<p>a. For this RFGP, the State is not required to serve as a cognizant agency because the funding is directly allocated from State appropriations and not federal funding sources.</p> <p>b. The State does not have cost allocations as it relates to this RFGP.</p> <p>c. For this RFGP, an indirect cost rate is not applicable nor available as there is no acting cognizant agency required.</p>

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		determination specific to for-profit companies. Will the State accept an indirect rate from a for-profit company?	
RFGP Attachment 6.3. Grant Budget	11	<p>8. Grant Budget includes a footnote that states that a Grantee Match Requirement is detailed by the Grant Budget, and that the maximum total amount reimbursable by the State will be reduced by the amount of any Grantee failure to meet the Match Requirement.</p> <p>a. Will the State be providing the Grantee Match amount? If yes, what is the match limit?</p>	<p>a. No, the State will not provide a Grantee Match. All costs reimbursed under the grant contract are appropriated State funds applicable to all costs and services under this RFGP. The State is amending RFGP Attachment 6.3. Grant Budget.</p>
RFGP Attachment 6.3. Grant Budget and Line-Item Detail	11-12	<p>9. a. Please confirm that Proposers are permitted to submit a single completed RFGP Attachment 6.3 that encompasses all eight program sites.</p> <p>b. Should Proposers show FF&amp;E and IT equipment such as computers under "Depreciation" or under "Supplies, Telephone, Postage &amp; Shipping, Occupancy, Equipment Rental &amp; Maintenance,</p>	<p>a. RFGP Attachment 6.3 that encompasses all eight (8) program sites. Yes, Respondents are permitted to submit a single completed Grant Budget. Respondents must include additional pages clearly labeled by site explaining how the total cost submitted is separated by site.</p> <p>b. Respondents shall placed all costs related to FF&amp;E and IT equipment under Line Item #3 "Supplies, Telephone, Postage &amp; Shipping, Occupancy, Equipment, Rental &amp; Maintenance, Printing &amp; Publications."</p> <p>c. Respondents are not required to purchase curriculum as the State has already purchased the required curriculum and will be provided to the awarded Respondent upon contract implementation.</p> <p>d. Respondents shall place these identified direct costs under "Salaries, Benefits &amp; Taxes."</p>

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		<p>Printing &amp; Publications”?</p> <p>c. Should Proposers show curriculum costs under “Specific Assistance to Individuals” or under “Supplies, Telephone, Postage &amp; Shipping, Occupancy, Equipment Rental &amp; Maintenance, Printing &amp; Publications”?</p> <p>d. Assuming that the State will allow Proposers to supplement the minimum required staffing with administrative staff and supervisory staff—should Proposers include these direct costs under “Other Non-Personnel” or under “Salaries, Benefits, and Taxes”?</p> <p>e. Please confirm that Proposers can add rows, as needed, to the Grant Budget Line-Item Detail. Please confirm that there is no cost to the Contractor for inmate medication or medical related items.</p> <p>f. Please confirm that there is no cost to the Contractor for inmate medication</p>	<p>e. Respondent's may only add rows to the Grant Budget Line-Item Detail only. The Grant Budget shall not be modified in any manner. Modification of the Grant Budget shall deem a Respondent non-responsive.</p> <p>f. There is no cost to the Contractor for inmate medication or medical related items.</p>



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		or medical related items.	
Section A.4.	15	<p>10. Section A.4 states that the Contractor must use State-approved curriculum from The Change Companies.</p> <p>a. Is the Contractor required to use The Change Companies curriculum to deliver the following required programming:</p> <p>i. Anger Management  ii. Preventing Violence  iii. Changing Course  iv. Critical Thinking ?</p>	<p>Yes, the contractor will be required to teach The Change Company material along with any other evidence-based curriculum provided by the State. However, another curriculum will be considered if provided by the contractor for review and written approval by the State.</p>
Section A.9.a.	15	<p>11. Section A.9.a requires the Contractor to make reasonable provisions to provide adequate coverage to meet the Staffing Patterns required in RFGP Attachment Two.</p> <p>a. Does the State have a preference on how the Contractor should account for vacant positions, staff vacation, sick leave, and other circumstances that impact staffing—in facilities where only 1 Program</p>	<p>a. If staff are on vacation or leave, must provide sufficient alternative staff so that delivery of services is not impacted.</p> <p>b. No, contractor staff are not required to provide program services on State-approved holidays.</p> <p>c. The State will be looking for proposals that reflect the State's minimum staffing requirements and lowest cost.</p>

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		<p>Facilitator is required?</p> <p>b. Will the State require the Contractor to provide program services on holiday days when State offices are closed in observation?</p> <p>c. As Budget Proposals are worth 25 of 100 evaluation points—in terms of best value, how will the State view a Proposer that includes relief, administrative, and/or supervisory staff for adequate coverage—compared with another Proposer that includes only minimum required staff and is a lower cost?</p>	
Section A.9.d.	16	<p>12. Background Investigations states that the background investigation for the Contractor's staff applicants must include a criminal history record check using the TBI's contracted vendor.</p> <p>a. Will the State please specify what the TBI's contracted vendor will charge to the Contractor for each criminal history record check performed?</p>	<p>Fingerprint-Based criminal history checks are \$37.15 per applicant. The information regarding TBI's criminal history record check can be found at the following URL.  <a href="https://www.tn.gov/tbi/divisions/cjis-division/background-checks.html">https://www.tn.gov/tbi/divisions/cjis-division/background-checks.html</a></p>

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Section B.	16	<p>13. Term of Grant Contract states that the contract will extend for 12 months after the Effective Date.</p> <p>a. What are the State's plans for the contracted programs after the initial 12-month contract term?</p> <p>b. Since it will be difficult for the Contractor to hire program staff for only 12 months—will the State provide the successful Contractor with any renewal options, to extend the awarded contract beyond 12 months?</p>	<p>a. Any term extension beyond the initial 12-month term is based on funding availability to the State.</p> <p>b. Any term extension beyond the initial 12-month term is based on funding availability to the State.</p>
Section C.1.	16	<p>14. Maximum Liability states that in no event shall the maximum liability of the State under the Grant Contract exceed the written dollar amount (to be completed upon contract execution).</p> <p>a. Is there a funding limit for the Grant Contract?</p>	<p>a. Respondents shall submit costs based on salaries and benefits commensurable to the marketplace for the positions outlined within the RFGP. However, there is a limited funding source available under this contract award.</p>
Section C.8.	18	<p>15. Indirect Cost states that should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate</p>	<p>a. Indirect costs are not applicable under this grant contract and therefore, Respondents shall not place a dollar amount under the identified line-item.</p>

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		<p>approved by the cognizant federal agency or the cognizant state agency, as applicable.</p> <p>a. At what point in the procurement / contract execution process would the Contractor need to seek approval of their indirect cost rate from the applicable cognizant agency?</p>	
Section C.9.	18	<p>16. Cost Allocation</p> <p>a. Please confirm that the State will accept a single Grant Budget that encompasses all eight program sites.</p> <p>b. Please confirm that the State intends to issue a single contract award to one Contractor, for the provision of program services at all eight program sites.</p>	<p>a. Please see the State's response to Question #9.a.</p> <p>b. Yes. The State intends to award a single contract to one Contractor, for the provision of program services at all eight (8) program sites.</p>
Section C.11.	18	<p>17. Non-allowable Costs</p> <p>a. Please confirm that the non-allowable costs are listed in CPO Policy 2013-007- (as amended on 1/15/2015).</p>	<p>The non-allowable costs are listed in CPO Policy 2013-007 (as amended on November 9, 2023). The amended policy can be found utilizing the following URL:  <a href="https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html">https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html</a></p>
Section C.12.	18	<p>18. State's Right to Set Off states that the State reserves the right to deduct from amounts that are, or shall become, payable to the Grantee</p>	<p>Section C.12. is standard template language for grant contracts. This language is listed if such an event were to occur and to indicate what the State's rights are.</p>

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		<p>under the Grant Contract, or any other contract between the Grantee and the State of Tennessee.</p> <p>a. Will the State please provide specific instances for why such deductions would be made, as well as the amount(s) of these potential deductions?</p>	
Section D.3.	19	<p>19. Termination for Convenience</p> <p>a. Will the State please amend this section to allow both the State and the Contractor to terminate the Grant Contract without cause for any reason?</p> <p>b. Will the State please amend the requirement for at least 30 days written notice before the effective termination date to at least 60 days written notice?</p>	<p>a. The requirement shall remain as written as this is standard template language and cannot be modified or amended.</p> <p>b. The requirement shall remain as written as this is standard template language and cannot be modified or amended.</p>
Attachment Two (Staffing Pattern)		<p>20. a. In addition to the minimum staffing required by Attachment Two, are Proposers permitted to propose relief, administrative, and/or statewide supervisory staff?</p> <p>i. It is our understanding that in accordance with CPO Policy 2013-</p>	<p>a.i. Indirect costs are not applicable under this grant contract and the Grant Budget attachment has been amended to reflect non-allowable entry onto the line item marked "Indirect Costs." All staff including program facilitators, administrative, and supervisory identified to successfully fulfill the requirements of this RFGP should be clearly identified with the applicable salary and benefits in line item #1 "Salaries &amp; Benefits."</p> <p>b. Currently, the State does not direct-hire program facilitators. Current staff members also facilitate programming classes in addition to their regularly assigned job duties. The</p>

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		<p>007 (as amended on 1/15/2015), the State will approve administrative and supervisory staff as direct costs if they are: integral to operation of the eight requested program; specifically identified to the eight program locations; and not recovered as indirect costs.</p> <p>b. What is the starting wage for the State's Program Facilitators?</p>	<p>Respondent shall propose a starting wage based on applicable market-research and value.</p>
Attachment Two (Staffing Pattern)		<p>21. Attachment Two (Staffing Pattern) lists each of the eight program sites that are included under the RFGP.</p> <p>a. At each program location—will the State provide the Contractor with onsite office space, office furniture (desks, chairs, etc.), and office supplies (access to a copier/printer, paper, toner, etc.) ?</p> <p>b. At each program location—will the State provide the Contractor with desktop computers or laptops?</p> <p>i. If the Contractor must provide their own computers and/or printers—</p>	<p>a. This will be provided if each location has separate office space. The contractor may have to office share. Access to printers and supplies will be granted.</p> <p>b. The contractor will not be provided with a personal computer or laptop by the State.</p> <p>b.i. If the contractor provides their own computers, the State requires that the computer/laptop meet State expectations and be imaged based on State guidelines. Imaging guidelines shall be provided to the awarded vendor upon contract implementation. (The State's recommendation is for the awarded contractor to not purchase laptops without consulting with the State first).</p> <p>b.ii. No. Wifi capability will not be allowed. All computers shall be imaged and set up for usage on the State network.</p> <p>b.iii. No. Inmates will not need access to computers or tablets for this particular programming.</p> <p>c. If the contractor provides the facilitator a contract phone (that isn't their personal phone) it will have to be approved by the State's AC Prisons. No personal phones are allowed inside TDOC facilities. The contractor can use the facility phone system when needed.</p>

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		<p>does the State have any requirements for use of specific hardware and/or software?</p> <p>ii. If the Contractor must provide their own computers and/or printers— can these devices be used onsite with Wi-Fi capability?</p> <p>iii. Will inmate participants require access to computers or tablets to complete programming? If yes, will the State supply these devices?</p> <p>c. At each program location—will the Contractor’s staff be permitted to use the facility’s phone system?</p> <p>d. At each program location—will the Contractor be permitted to use the onsite Internet connection? Or will the Contractor have to supply their own Internet capabilities?</p>	<p>d. All facilitators will be expected to enter in rosters, attendance, and notes of progress. This will be done on State or contractor approved computers that are operating on the State network located at various locations throughout the facilities.</p>

3. **Delete RFGP # 32901-31373, in its entirety, and replace it with RFGP # 32901-31373, Release # TWO, attached to this amendment.** Revisions of the original RFP document are emphasized within the new release. **Any sentence or paragraph containing revised or new text is highlighted.**
  
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.