



STATE OF TENNESSEE  
DEPARTMENT OF VETERAN SERVICES

**REQUEST FOR PROPOSALS # 32300-72502  
AMENDMENT # 4  
FOR VETERAN SERVICES COORDINATION  
PLATFORM**

**DATE: DECEMBER 2, 2024**

**RFP # 32300-72502 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.**

<b>EVENT</b>	<b>TIME (central time zone)</b>	<b>DATE</b>
1. RFP Issued		October 7, 2024
2. Disability Accommodation Request Deadline	2:00 p.m.	October 10, 2024
3. Notice of Intent to Respond Deadline	2:00 p.m.	October 11, 2024
4. Written "Questions & Comments" Deadline	2:00 p.m.	October 23, 2024
5. State Response to Written "Questions & Comments"		November 20, 2024
6. Response Deadline	2:00 p.m.	December 2, 2024
7. State Completion of Technical Response Evaluations		December 20, 2024
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	December 23, 2024
9. Negotiations		December 26, 2024 – December 27, 2024
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	December 30, 2024
11. End of Protest Period		January 9, 2024
12. State sends contract to Contractor for signature		January 10, 2024
13. Contractor Signature Deadline	2:00 p.m.	January 31, 2024

2. **Delete RFP section 3.2 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

### 3.2. Response Delivery

- 3.2.1. A Respondent must ensure that both the original Technical Response and Cost Proposal documents meet all form and content requirements, including all required signatures, as detailed within this RFP, as may be amended.
- 3.2.2. A Respondent must submit original Technical Response and Cost Proposal documents and copies as specified below.

#### 3.2.2.1. Digital Media Submission

##### 3.2.2.1.1 Technical Response

The Technical Response document should be in the form of one (1) digital document in "PDF" format properly recorded on its own otherwise blank, standard CD-R recordable disc or USB flash drive and should be clearly identified as the:

**"RFP # 32300-72502 TECHNICAL RESPONSE ORIGINAL"**

and ten (10) digital copies of the Technical Response each in the form of one (1) digital document in "PDF" format properly recorded on its own otherwise blank, USB flash drive labeled:

**"RFP # 32300-72502 TECHNICAL RESPONSE COPY"**

The customer references should be delivered by each reference in accordance with RFP Attachment 6.4. Reference Questionnaire.

##### 3.2.2.1.2 Cost Proposal

The Cost Proposal should be in the form of one (1) digital document in "PDF" or "XLS" format properly recorded on a separate, otherwise blank, standard CD-R recordable disc or USB flash drive clearly labeled:

**"RFP # 32300-72502 COST PROPOSAL"**

An electronic or facsimile signature, as applicable, on the Cost Proposal is acceptable.

#### 3.2.2.2. E-mail Submission

##### 3.2.2.2.1. Technical Response

The Technical Response document should be in the form of one (1) digital document in "PDF" format or other easily accessible digital format attached to an e-mail to the Solicitation Coordinator. Both the subject and the file name should be clearly identified as follows:

**"RFP # 32300-72502 TECHNICAL RESPONSE"**

The references should be delivered by each reference in accordance with RFP Attachment 6.4. Reference Questionnaire.

##### 3.2.2.2.2. Cost Proposal

The Cost Proposal should be in the form of one (1) digital document in “PDF” or “XLS” format or other easily accessible digital format attached to an e-mail to the Solicitation Coordinator. Both the subject and the file name should clearly identified as follows:

**“RFP # 32300-72502 COST PROPOSAL”**

An electronic or facsimile signature, as applicable, on the Cost Proposal is acceptable.

3.2.3. For e-mail submissions, the Technical Response and Cost Proposal documents must be dispatched to the Solicitation Coordinator in **separate** e-mail messages. For digital media submissions, a Respondent must separate, seal, package, and label the documents and copies for delivery as follows:

3.2.3.1. The Technical Response and copies must be placed in a sealed package that is clearly labeled:

**“DO NOT OPEN... RFP # 32300-72502 TECHNICAL RESPONSE FROM [RESPONDENT LEGAL ENTITY NAME]”**

3.2.3.2. The Cost Proposal must be placed in a separate, sealed package that is clearly labeled:

**“DO NOT OPEN... RFP # 32300-72502 COST PROPOSAL FROM [RESPONDENT LEGAL ENTITY NAME]”**

3.2.3.3. The separately, sealed Technical Response and Cost Proposal components may be enclosed in a larger package for mailing or delivery, provided that the outermost package is clearly labeled:

**“RFP # 32300-72502 SEALED TECHNICAL RESPONSE & SEALED COST PROPOSAL FROM [RESPONDENT LEGAL ENTITY NAME]”**

3.2.3.4. Any Respondent wishing to submit a Response in a format other than digital may do so by contacting the Solicitation Coordinator.

3.2.4. A Respondent must ensure that the State receives a response no later than the Response Deadline time and date detailed in the RFP Section 2, Schedule of Events at the following address:

Van Bryant  
The Department of General Services, Central Procurement Office  
312 Rosa L. Parks Ave Nashville, TN 37243  
3<sup>rd</sup> Floor, Central Procurement Office  
615-253-3678  
[Van.Bryant@tn.gov](mailto:Van.Bryant@tn.gov)

3. **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.