



**STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION**

**REQUEST FOR PROPOSALS  
FOR  
LITERACY TRAINING AND SUPPORT FOR THE EARLY  
LITERACY NETWORK 2.0**

**RFP # 33101-23197FAS2**

**RFP CONTENTS**

**SECTIONS:**

- 1. INTRODUCTION**
- 2. RFP SCHEDULE OF EVENTS**
- 3. RESPONSE REQUIREMENTS**
- 4. GENERAL CONTRACTING INFORMATION & REQUIREMENTS**
- 5. EVALUATION & CONTRACT AWARD**

**ATTACHMENTS:**

- 6.1. Response Statement of Certifications & Assurances**
- 6.2. Technical Response & Evaluation Guide**
- 6.3. Cost Proposal & Scoring Guide**
- 6.4. Reference Questionnaire**
- 6.5. Score Summary Matrix**
- 6.6. *Pro Forma* Contract**

## 1. INTRODUCTION

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The State of Tennessee, Department of Education, hereinafter referred to as “the State,” issues this Request for Proposals (RFP) to define minimum contract requirements; solicit responses; detail response requirements; and, outline the State’s process for evaluating responses and selecting a contractor to provide the needed goods or services.

Through this RFP, the State seeks to procure necessary goods or services at the most favorable, competitive prices and to give ALL qualified respondents, including those that are owned by minorities, women, service-disabled veterans, persons with disabilities and small business enterprises, an opportunity to do business with the state as contractors, subcontractors, or suppliers.

### 1.1. Statement of Procurement Purpose

The Early Literacy Network 2.0 design is intended to support and sustain the implementation of Early Reading Training learning in districts through participation in Regional Convenings, **Virtual Learning Sessions**, Asynchronous sessions, and Instructional Practice Guide (IPG) Learning Walks in each CORE region. The selected contractor will support districts with implementing high-quality early literacy materials and supporting teachers’ and leaders’ professional learning. The State will continue to support communication and provide directional leadership to increase coherence across the state of Tennessee. Sustainability is the focus of years three, four, and five.

Through this RFP, the State is seeking to select a contractor to serve as the Early Literacy Network Support Provider that will serve CORE regions to provide early literacy support and network activities. These resources will help educators apply knowledge of early literacy development and instruction to everyday classroom practice. These resources include:

- Virtual learning sessions for school and district leaders in each CORE region
- In-Person Regional Convenings for instructional leaders
- Asynchronous learning modules for teachers and leaders on Foundational Reading Skills Instruction and the Instructional Practice Guide (IPG)
- Alignment of existing resources focused on Disadvantaged Students, English Learners, Students with Characteristics of Dyslexia, and Students with Disabilities.

The estimated maximum liability is \$2,000,000.00 for the initial Contract Term of two (2) years.

For the purposes of this RFP, the following definitions apply.

#### Definitions:

- a. Artifact(s) - shall mean relevant piece of evidence (e.g., narrative, district work documentation, or Respondent created summative district report) that demonstrates historical use and or experience with a particular document or practice.
- b. Assessment – shall mean any **instrument** used to determine students’ skills and knowledge in relation to reading.
- c. Asynchronous – shall mean learning that occurs virtually online and through prepared resources, without real-time teacher-led interaction.
- d. Coach or Coaching – shall mean instructional Coaching and refers to the process of a School Leader providing support and Feedback on teacher instructional practice using the TN Foundational Skills IPG.
- e. **Virtual Learning Sessions** – shall mean synchronous sessions that are held in each CORE region to collaborate, problem solve, and learn instructional practices to strengthen early literacy instruction.

- f. Decoding – shall mean the ability to apply knowledge of letter-sound relationships as well as letter patterns to correctly pronounce written words.
- g. Disadvantaged Students – shall mean those who participate in, or whose family participates in, economic assistance programs, such as the free or reduced-price lunch programs, social security insurance (“SSI”), food stamps, foster care, refugee assistance (cash or medical assistance), and/or earned income tax credit (“EITC”).
- h. Early Literacy Network 2.0 (“ELN 2.0”) – shall mean a continuation of early literacy supports and networking in Tennessee, intended to support and sustain the implementation of Early Reading Training learning in districts through participation in Regional Convenings, Virtual Learning Sessions, Asynchronous sessions, and Instructional Practice Guide (IPG) Learning Walks in each CORE region.
- i. Early Literacy Network Participant – shall mean district attendees who are involved in foundational literacy support, including district leaders, School Leaders, and teachers.
- j. Early Literacy Network Support Provider – shall mean the Contractor selected through this RFP to provide support through Regional Convenings, Virtual Learning Sessions, Asynchronous virtual professional learnings, and Learning Walks/support in each CORE region.
- k. English Learner(s) – shall mean a non-English language background student who qualifies for English as a second language services via a State approved English language proficiency screener.
- l. Feedback – shall mean the consistent and intentional practice of a School Leader observing a teacher’s classroom informally to give them Feedback on their instructional practice. For the purposes of this Contract, Feedback will focus on Implementation of high-quality English language arts (“ELA”) materials.
- m. Foundational Reading Skills – shall mean the continuum of skills that research has demonstrated are required to systematically teach reading, including Phonological Awareness, Phonemic Awareness, fluency, Decoding, and Vocabulary development.
- n. High-Quality Instructional Materials (“HQIM”) – shall mean the curriculum, Assessment, and ancillary resources that create a comprehensive package of materials for a teacher. The materials are considered high-quality when they align with the instructional shifts required of the Tennessee State Standards for English Language Arts.
- o. Implementation – shall mean the process that occurs after a district adopts HQIM and requires district leaders, School Leaders, and teachers to change practices to ensure that instruction is grounded in HQIM.
- p. Instructional Practice Guide (“IPG”) – shall mean a document used to define expected instructional practices to support student learning in early literacy foundational skills.
- q. Learning Walk – shall mean a daylong event where a group of educational leaders visits pre-determined classrooms within a district utilizing the TN IPG tool to observe and score classrooms as a vehicle for providing Feedback on Implementation success and challenges.
- r. Lesson Preparation and Unit Preparation – shall mean supporting teachers’ unit and lesson planning process grounded within high-quality materials and understanding the daily lesson components of the materials and how to use those components to deliver lessons and sequence lessons into a unit with a culminating Assessment.
- s. Oral Language – shall mean spoken language, including spoken words and articulated sounds. Also referred to as vocal language.

- t. Phonemic Awareness – shall mean the specific ability to focus and manipulate individual sounds in spoken words.
- u. Phonological Awareness – shall mean the ability to manipulate Oral Language including words, syllables, onsets, and rimes.
- v. Reading Skills – shall mean abilities that allow a student to decode, comprehend, and interpret written language.
- w. Regional Convenings – shall mean in-person convenings held in at least 3 locations around the state that continue the learning developed in year 1 and 2 and provide practical guidance and application for the content presented.
- x. School Leader – shall mean a principal, assistant principal, or instructional Coach and for the purposes of this Contract serves as an instructional leader within a school and provides teacher Feedback on their instruction.
- y. Student(s) with Characteristics of Dyslexia – shall mean a student who has been identified as having a specific learning disability that is neurobiological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and Decoding abilities.
- z. Students with Disabilities – shall mean a child between three (3) and twenty-one (21) years of age, both inclusive, who has been evaluated and determined as having a state-identified disability of functional delay or intellectually gifted, or as having one (1) or more of the following disabilities as defined in 34 C.F.R. §§ 300.8: an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; emotional disturbance; an orthopedic impairment; autism; traumatic brain injury; other health impairment; a specific learning disability; developmental delay; deaf-blindness; or multiple disabilities and who, by reason thereof, needs special education and related service. It also means a student with a mental or physical impairment that substantially limits one or more major life activities, as defined by Section 504 of the Rehabilitation Act of 1973.
- aa. Synchronous – shall mean learning opportunities that are interactive, two-way online, or distance education that happens in real time with a district leader, School Leader, and/or teacher.
- bb. Tennessee Foundational Skills Curriculum Supplement (“TNFSCS”) – shall mean an open-source suite of instructional materials and aligned supports for teachers, designed to support the teaching of Tennessee’s foundational skills standards for ELA in grades PK–2. Units of instruction, ancillary materials such as student workbooks and Assessment and remediation guides, and professional learning and Implementation supports for teachers are all available at <https://bestforall.tnedu.gov/book/foundational-skills>.
- cc. Tennessee Foundational Skills Instructional Practice Guide (“TN Foundational Skills IPG”) – shall mean a classroom observation tool that provides a Coaching framework focused on Foundational Skills instruction for grades Pre-K-2.
- dd. Tennessee State Standards for English Language Arts – shall mean the Tennessee benchmark measures that define what students should know and be able to do at specified grade levels beginning in kindergarten and progressing through grade twelve in the subject of English Language Arts. Standards are not specific to a curriculum; instead, they define outcomes for all learners regardless of which curriculum they use.
- ee. Vocabulary – shall mean the words within a text that hold meaning and knowledge that are essential to Reading Comprehension of the text.

## 1.2. Scope of Service, Contract Period, & Required Terms and Conditions

The RFP Attachment 6.6., *Pro Forma* Contract details the State's requirements:

- Scope of Services and Deliverables (Section A);
- Contract Period (Section B);
- Payment Terms (Section C);
- Standard Terms and Conditions (Section D); and,
- Special Terms and Conditions (Section E).

The *pro forma* contract substantially represents the contract document that the successful Respondent must sign.

## 1.3. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a Contract pursuant to this RFP or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, creed, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Contractor pursuant to this RFP shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

## 1.4. RFP Communications

1.4.1. The State has assigned the following RFP identification number that must be referenced in all communications regarding this RFP:

**RFP # 33101-23197FAS2**

1.4.2. **Unauthorized contact about this RFP with employees or officials of the State of Tennessee except as detailed below may result in disqualification from consideration under this procurement process.**

1.4.2.1. Prospective Respondents must direct communications concerning this RFP to the following person designated as the Solicitation Coordinator:

Genell Jordan | Sourcing Specialist  
 Central Procurement Office  
 Tennessee Tower, 3<sup>rd</sup> Floor  
 312 Rosa L. Parks Ave.  
 Nashville, TN 37243  
 615-532-7202  
 Genell.Jordan@tn.gov

1.4.2.2. Notwithstanding the foregoing, Prospective Respondents may alternatively contact:

- a. staff of the Governor's Office of Diversity Business Enterprise for assistance available to minority-owned, woman-owned, service-disabled veteran-owned, businesses owned by persons with disabilities, and small businesses as well as general, public information relating to this RFP (visit <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/governor-s-office-of-diversity-business-enterprise--godbe--/godbe-general-contacts.html> for contact information); and

- b. the following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and associated federal regulations:

Helen Crowley  
 Central Procurement Office  
 Department of General Services WRS  
 312 Rosa L. Parks Avenue  
 Tennessee Tower, 3<sup>rd</sup> Floor  
 Nashville, TN 37243-1102  
 (615) 741-3836  
 Helen.Crowley@tn.gov

- 1.4.3. Only the State's official, written responses and communications with Respondents are binding with regard to this RFP. Oral communications between a State official and one or more Respondents are unofficial and non-binding.
- 1.4.4. Potential Respondents must ensure that the State receives all written questions and comments, including questions and requests for clarification, no later than the Written Questions & Comments Deadline detailed in the RFP Section 2, Schedule of Events.
- 1.4.5. Respondents must assume the risk of the method of dispatching any communication or response to the State. The State assumes no responsibility for delays or delivery failures resulting from the Respondent's method of dispatch. Actual or digital "postmarking" of a communication or response to the State by a specified deadline is not a substitute for the State's actual receipt of a communication or response. It is encouraged for Respondents to submit bids digitally.
- 1.4.6. The State will convey all official responses and communications related to this RFP to the prospective Respondents from whom the State has received a Notice of Intent to Respond (refer to RFP Section 1.8).
- 1.4.7. The State reserves the right to determine, at its sole discretion, the method of conveying official, written responses and communications related to this RFP. Such written communications may be transmitted by mail, hand-delivery, facsimile, electronic mail, Internet posting, or any other means deemed reasonable by the State. For internet posting, please refer to the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/request-for-proposals--rfp--opportunities1.html>.
- 1.4.8. The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses to written comments, questions, and requests related to this RFP. The State's official, written responses will constitute an amendment of this RFP.
- 1.4.9. Any data or factual information provided by the State (in this RFP, an RFP amendment or any other communication relating to this RFP) is for informational purposes only. The State will make reasonable efforts to ensure the accuracy of such data or information, however it is the Respondent's obligation to independently verify any data or information provided by the State. The State expressly disclaims the accuracy or adequacy of any information or data that it provides to prospective Respondents.

#### 1.5. **Assistance to Respondents With a Handicap or Disability**

Prospective Respondents with a handicap or disability may receive accommodation relating to the communication of this RFP and participating in the RFP process. Prospective Respondents may contact the Solicitation Coordinator to request such reasonable accommodation no later than the Disability Accommodation Request Deadline detailed in the RFP Section 2, Schedule of Events.

## 1.6. Respondent Required Review & Waiver of Objections

- 1.6.1. Each prospective Respondent must carefully review this RFP, including but not limited to, attachments, the RFP Attachment 6.6., *Pro Forma* Contract, and any amendments, for questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called “questions and comments”).
- 1.6.2. Any prospective Respondent having questions and comments concerning this RFP must provide them in writing to the State no later than the Written Questions & Comments Deadline detailed in the RFP Section 2, Schedule of Events.
- 1.6.3. Protests based on any objection to the RFP shall be considered waived and invalid if the objection has not been brought to the attention of the State, in writing, by the Written Questions & Comments Deadline.

## 1.7. Pre-Response Conference

A Pre-response Conference will be held at the time and date detailed in the RFP Section 2, Schedule of Events. Pre-response Conference attendance is not mandatory, and prospective Respondents may be limited to a maximum number of attendees depending upon overall attendance and space limitations.

The conference will be held at:

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 222 032 316 872

Passcode: TvJXGf

[Download Teams](#) | [Join on the web](#)

**Join with a video conferencing device**

stateoftn@m.webex.com

Video Conference ID: 113 397 312 7

[Alternate VTC instructions](#)

**Or call in (audio only)**

[+1 629-209-4396,,285190962#](#) United States, Nashville

Phone Conference ID: 285 190 962#

[Find a local number](#) | [Reset PIN](#)

The purpose of the conference is to discuss the RFP scope of goods or services. The State will entertain questions, however prospective Respondents must understand that the State’s oral response to any question at the Pre-response Conference shall be unofficial and non-binding. Prospective Respondents must submit all questions, comments, or other concerns regarding the RFP in writing prior to the Written Questions & Comments Deadline date detailed in the RFP Section 2, Schedule of Events. The State will send the official response to these questions and comments to prospective Respondents from whom the State has received a Notice of Intent to respond as indicated in RFP Section 1.8 and on the date detailed in the RFP Section 2, Schedule of Events.

### 1.8. **Notice of Intent to Respond**

Before the Notice of Intent to Respond Deadline detailed in the RFP Section 2, Schedule of Events, prospective Respondents should submit to the Solicitation Coordinator a Notice of Intent to Respond (in the form of a simple e-mail or other written communication). Such notice should include the following information:

- the business or individual's name (as appropriate);
- a contact person's name and title; and
- the contact person's mailing address, telephone number, facsimile number, and e-mail address.

**A Notice of Intent to Respond creates no obligation and is not a prerequisite for submitting a response, however, it is necessary to ensure receipt of any RFP amendments or other notices and communications relating to this RFP.**

### 1.9. **Response Deadline**

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. The State will not accept late responses, and a Respondent's failure to submit a response before the deadline will result in disqualification of the response. It is the responsibility of the Respondent to ascertain any additional security requirements with respect to packaging and delivery to the State of Tennessee. Respondents should be mindful of any potential delays due to security screening procedures, weather, or other filing delays whether foreseeable or unforeseeable.



## 2. RFP SCHEDULE OF EVENTS

2.1. The following RFP Schedule of Events represents the State's best estimate for this RFP.

EVENT	TIME (Central Time Zone)	DATE
1. RFP Issued		February 15, 2024
2. Disability Accommodation Request Deadline	2:00 p.m.	February 20, 2024
3. Pre-response Conference	10:00 a.m.	February 22, 2024
4. Notice of Intent to Respond Deadline	2:00 p.m.	February 23, 2024
5. Written "Questions & Comments" Deadline		March 8, 2024
6. Amendment #1 - Schedule Change		April 1, 2024
7. Amendment #2 – Schedule Change		April 19, 2024
8. State Response to Written "Questions & Comments"		April 26, 2024
9. Response Deadline	2:00 p.m.	May 10, 2024
10. State Completion of Technical Response Evaluations		May 24, 2024
11. State Opening & Scoring of Cost Proposals	8:00a.m.	June 10, 2024
12. Negotiations (Optional)		June 12-14, 2024
13. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	June 17, 2024
14. End of Open File Period		June 25, 2024
15. State sends contract to Contractor for signature		June 26, 2024
16. Contractor Signature Deadline	2:00 p.m.	June 28, 2024

2.2. **The State reserves the right, at its sole discretion, to adjust the RFP Schedule of Events as it deems necessary.** Any adjustment of the Schedule of Events shall constitute an RFP amendment, and the State will communicate such to prospective Respondents from whom the State has received a Notice of Intent to Respond (refer to Section 1.8).

### 3. RESPONSE REQUIREMENTS

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#### 3.1. Response Form

A response to this RFP must consist of two parts, a Technical Response and a Cost Proposal.

- 3.1.1. **Technical Response.** RFP Attachment 6.2., Technical Response & Evaluation Guide provides the specific requirements for submitting a response. This guide includes mandatory requirement items, general qualifications and experience items, and technical qualifications, experience, and approach items all of which must be addressed with a written response and, in some instances, additional documentation.

**NOTICE: A technical response must not include any pricing or cost information. If any pricing or cost information amounts of any type (even pricing relating to other projects) is included in any part of the technical response, the state may deem the response to be non-responsive and reject it.**

- 3.1.1.1. A Respondent should duplicate and use the RFP Attachment 6.2., Technical Response & Evaluation Guide to organize, reference, and draft the Technical Response by duplicating the attachment, adding appropriate page numbers as required, and using the guide as a table of contents covering the Technical Response.
- 3.1.1.2. A response should be economically prepared, with emphasis on completeness and clarity. A response, as well as any reference material presented, must be written in English and must be written on standard 8 ½" x 11" pages (although oversized exhibits are permissible) and use a 12 point font for text. All response pages must be numbered.
- 3.1.1.3. All information and documentation included in a Technical Response should correspond to or address a specific requirement detailed in the RFP Attachment 6.2., Technical Response & Evaluation Guide. All information must be incorporated into a response to a specific requirement and clearly referenced. Any information not meeting these criteria will be deemed extraneous and will not contribute to evaluations.
- 3.1.1.4. The State may determine a response to be non-responsive and reject it if:
- a. the Respondent fails to organize and properly reference the Technical Response as required by this RFP and the RFP Attachment 6.2., Technical Response & Evaluation Guide; or
  - b. the Technical Response document does not appropriately respond to, address, or meet all of the requirements and response items detailed in the RFP Attachment 6.2., Technical Response & Evaluation Guide.
- 3.1.2. **Cost Proposal.** A Cost Proposal must be recorded on an exact duplicate of the RFP Attachment 6.3., Cost Proposal & Scoring Guide.

**NOTICE: If a Respondent fails to submit a cost proposal exactly as required, the State may deem the response to be non-responsive and reject it.**

- 3.1.2.1. A Respondent must only record the proposed cost exactly as required by the RFP Attachment 6.3., Cost Proposal & Scoring Guide and must NOT record any other rates, amounts, or information.

- 3.1.2.2. The proposed cost shall incorporate ALL costs for services under the contract for the total contract period, including any renewals or extensions.
- 3.1.2.3. A Respondent must sign and date the Cost Proposal.
- 3.1.2.4. A Respondent must submit the Cost Proposal to the State in a sealed package separate from the Technical Response (as detailed in RFP Sections 3.2.3., *et seq.*).

## 3.2. Response Delivery

- 3.2.1. A Respondent must ensure that both the Technical Response and Cost Proposal files meet all form and content requirements, including all required signatures, as detailed within this RFP.
- 3.2.2. A Respondent must submit their response as specified in one of the two formats 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 USB flash drive and should be clearly identified as the:

**“RFP # 33101-23197FAS2 TECHNICAL RESPONSE ORIGINAL”**

and ONE (1) 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, standard USB flash drive clearly labeled:

**“RFP # 33101-23197FAS2 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, USB flash drive clearly labeled:

**“RFP # 33101-23197FAS2 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 file name should be clearly identified as follows:

**“RFP # 33101-23197FAS2 TECHNICAL RESPONSE”**

The customer 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 file name should be clearly identified as follows:

**“RFP # 33101-23197FAS2 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 # 33101-23197FAS2 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 # 33101-23197FAS2 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 # 33101-23197FAS2 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:

Genell Jordan | Sourcing Specialist  
 Central Procurement Office  
 Tennessee Tower, 3<sup>rd</sup> Floor  
 312 Rosa L. Parks Ave.  
 Nashville, TN 37243  
 (615) 532-7202  
 Genell.Jordan@tn.gov

### 3.3. Response & Respondent Prohibitions

- 3.3.1. A response must not include alternate contract terms and conditions. If a response contains such terms and conditions, the State, at its sole discretion, may determine the response to be a non-responsive counteroffer and reject it.
- 3.3.2. A response must not restrict the rights of the State or otherwise qualify either the offer to deliver goods or provide services as required by this RFP or the Cost Proposal. If a response restricts the rights of the State or otherwise qualifies either the offer to deliver goods or provide services as required by this RFP or the Cost Proposal, the State, at its sole discretion, may determine the response to be a non-responsive counteroffer and reject it.
- 3.3.3. A response must not propose alternative goods or services (*i.e.*, offer services different from those requested and required by this RFP) unless expressly requested in this RFP. The State may consider a response of alternative goods or services to be non-responsive and reject it.
- 3.3.4. A Cost Proposal must be prepared and arrived at independently and must not involve any collusion between Respondents. The State will reject any Cost Proposal that involves collusion, consultation, communication, or agreement between Respondents. Regardless of the time of detection, the State will consider any such actions to be grounds for response rejection or contract termination.
- 3.3.5. A Respondent must not provide, for consideration in this RFP process or subsequent contract negotiations, any information that the Respondent knew or should have known was materially incorrect. If the State determines that a Respondent has provided such incorrect information, the State will deem the Response non-responsive and reject it.
- 3.3.6. A Respondent must not submit more than one Technical Response and one Cost Proposal in response to this RFP, except as expressly requested by the State in this RFP. If a Respondent submits more than one Technical Response or more than one Cost Proposal, the State will deem all of the responses non-responsive and reject them.
- 3.3.7. A Respondent must not submit a response as a prime contractor while also permitting one or more other Respondents to offer the Respondent as a subcontractor in their own responses. Such may result in the disqualification of all Respondents knowingly involved. This restriction does not, however, prohibit different Respondents from offering the same subcontractor as a part of their responses (provided that the subcontractor does not also submit a response as a prime contractor).
- 3.3.8. The State shall not consider a response from an individual who is, or within the past six (6) months has been, a State employee. For purposes of this RFP:
  - 3.3.8.1. An individual shall be deemed a State employee until such time as all compensation for salary, termination pay, and annual leave has been paid;
  - 3.3.8.2. A contract with or a response from a company, corporation, or any other contracting entity in which a controlling interest is held by any State employee shall be considered to be a contract with or proposal from the employee; and
  - 3.3.8.3. A contract with or a response from a company, corporation, or any other contracting entity that employs an individual who is, or within the past six (6) months has been, a State employee shall not be considered a contract with or a proposal from the employee and shall not constitute a prohibited conflict of interest.
- 3.3.9. This RFP is also subject to Tenn. Code Ann. § 12-4-101—105.

#### 3.4. **Response Errors & Revisions**

A Respondent is responsible for any and all response errors or omissions. A Respondent will not be allowed to alter or revise response documents after the Response Deadline time and date detailed in the RFP Section 2, Schedule of Events unless such is formally requested, in writing, by the State.

#### 3.5. **Response Withdrawal**

A Respondent may withdraw a submitted response at any time before the Response Deadline time and date detailed in the RFP Section 2, Schedule of Events by submitting a written request signed by an authorized Respondent representative. After withdrawing a response, a Respondent may submit another response at any time before the Response Deadline. After the Response Deadline, a Respondent may only withdraw all or a portion of a response where the enforcement of the response would impose an unconscionable hardship on the Respondent.

#### 3.6. **Additional Services**

If a response offers goods or services in addition to those required by and described in this RFP, the State, at its sole discretion, may add such services to the contract awarded as a result of this RFP. Notwithstanding the foregoing, a Respondent must not propose any additional cost amounts or rates for additional goods or services. Regardless of any additional services offered in a response, the Respondent's Cost Proposal must only record the proposed cost as required in this RFP and must not record any other rates, amounts, or information.

**NOTICE: If a Respondent fails to submit a Cost Proposal exactly as required, the State may deem the response non-responsive and reject it.**

#### 3.7. **Response Preparation Costs**

The State will not pay any costs associated with the preparation, submittal, or presentation of any response.

## **4. GENERAL CONTRACTING INFORMATION & REQUIREMENTS**

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### **4.1. RFP Amendment**

The State at its sole discretion may amend this RFP, in writing, at any time prior to contract award. However, prior to any such amendment, the State will consider whether it would negatively impact the ability of potential Respondents to meet the response deadline and revise the RFP Schedule of Events if deemed appropriate. If an RFP amendment is issued, the State will convey it to potential Respondents who submitted a Notice of Intent to Respond (refer to RFP Section 1.8). A response must address the final RFP (including its attachments) as amended.

### **4.2. RFP Cancellation**

The State reserves the right, at its sole discretion, to cancel the RFP or to cancel and reissue this RFP in accordance with applicable laws and regulations.

### **4.3. State Right of Rejection**

4.3.1. Subject to applicable laws and regulations, the State reserves the right to reject, at its sole discretion, any and all responses.

4.3.2. The State may deem as non-responsive and reject any response that does not comply with all terms, conditions, and performance requirements of this RFP. Notwithstanding the foregoing, the State reserves the right to waive, at its sole discretion, minor variances from full compliance with this RFP. If the State waives variances in a response, such waiver shall not modify the RFP requirements or excuse the Respondent from full compliance, and the State may hold any resulting Contractor to strict compliance with this RFP.

### **4.4. Assignment & Subcontracting**

4.4.1. The Contractor may not subcontract, transfer, or assign any portion of the Contract awarded as a result of this RFP without prior approval of the State. The State reserves the right to refuse approval, at its sole discretion, of any subcontract, transfer, or assignment.

4.4.2. If a Respondent intends to use subcontractors, the response to this RFP must specifically identify the scope and portions of the work each subcontractor will perform (refer to RFP Attachment 6.2., Section B, General Qualifications & Experience Item B.14.).

4.4.3. Subcontractors identified within a response to this RFP will be deemed as approved by the State unless the State expressly disapproves one or more of the proposed subcontractors prior to signing the Contract.

4.4.4. After contract award, a Contractor may only substitute an approved subcontractor at the discretion of the State and with the State's prior, written approval.

4.4.5. Notwithstanding any State approval relating to subcontracts, the Respondent who is awarded a contract pursuant to this RFP will be the prime contractor and will be responsible for all work under the Contract.

### **4.5. Right to Refuse Personnel or Subcontractors**

The State reserves the right to refuse, at its sole discretion and notwithstanding any prior approval, any personnel of the prime contractor or a subcontractor providing goods or services in the performance of a contract resulting from this RFP. The State will document in writing the reason(s) for any rejection of personnel.

#### 4.6. **Insurance**

The State will require the awarded Contractor to provide a Certificate of Insurance issued by an insurance company licensed or authorized to provide insurance in the State of Tennessee. Each Certificate of Insurance shall indicate current insurance coverages meeting minimum requirements as may be specified by this RFP. A failure to provide a current, Certificate of Insurance will be considered a material breach and grounds for contract termination.

#### 4.7. **Professional Licensure and Department of Revenue Registration**

- 4.7.1. All persons, agencies, firms, or other entities that provide legal or financial opinions, which a Respondent provides for consideration and evaluation by the State as a part of a response to this RFP, shall be properly licensed to render such opinions.
- 4.7.2. Before the Contract resulting from this RFP is signed, the apparent successful Respondent (and Respondent employees and subcontractors, as applicable) must hold all necessary or appropriate business or professional licenses to provide the goods or services as required by the contract. The State may require any Respondent to submit evidence of proper licensure.
- 4.7.3. Before the Contract resulting from this RFP is signed, the apparent successful Respondent must be registered with the Tennessee Department of Revenue for the collection of Tennessee sales and use tax. The State shall not award a contract unless the Respondent provides proof of such registration or provides documentation from the Department of Revenue that the Contractor is exempt from this registration requirement. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation. To register, please visit the Department of Revenue's Tennessee Taxpayer Access Point (TNTAP) website for Online Registration and the Vendor Contract Questionnaire. These resources are available at the following:  
<https://tntap.tn.gov/eservices/#1>

#### 4.8. **Disclosure of Response Contents**

- 4.8.1. All materials submitted to the State in response to this RFP shall become the property of the State of Tennessee. Respondents are cautioned not to provide any materials in response to this RFP that are trade secrets, as defined under Tenn. Code Ann. § 47-25-1702 and any other applicable law. By submitting a response to this RFP, the respondent acknowledges and agrees that the State shall have no liability whatsoever for disclosure of a trade secret under the Uniform Trade Secrets Act, as provided at Tenn. Code Ann. § 47-25-1701-1709, or under any other applicable law. Selection or rejection of a response does not affect this right. By submitting a response, a Respondent acknowledges and accepts that the full response contents and associated documents will become open to public inspection in accordance with the laws of the State of Tennessee.
- 4.8.2. The State will hold all response information, including both technical and cost information, in confidence during the evaluation process.
- 4.8.3. Upon completion of response evaluations, indicated by public release of a Notice of Intent to Award, the responses and associated materials will be open for review by the public in accordance with Tenn. Code Ann. § 10-7-504(a)(7).

#### 4.9. **Contract Approval and Contract Payments**

- 4.9.1. After contract award, the Contractor who is awarded the contract must submit appropriate documentation with the Department of Finance and Administration, Division of Accounts.
- 4.9.2. This RFP and its contractor selection processes do not obligate the State and do not create rights, interests, or claims of entitlement in either the Respondent with the apparent best-evaluated response or any other Respondent. State obligations pursuant to a contract award shall commence only after the Contract is signed by the State agency head and the Contractor



and after the Contract is approved by all other state officials as required by applicable laws and regulations.

4.9.3. No payment will be obligated or made until the relevant Contract is approved as required by applicable statutes and rules of the State of Tennessee.

4.9.3.1. The State shall not be liable for payment of any type associated with the Contract resulting from this RFP (or any amendment thereof) or responsible for any goods delivered or services rendered by the Contractor, even goods delivered or services rendered in good faith and even if the Contractor is orally directed to proceed with the delivery of goods or the rendering of services, if it occurs before the Contract Effective Date or after the Contract Term.

4.9.3.2. All payments relating to this procurement will be made in accordance with the Payment Terms and Conditions of the Contract resulting from this RFP (refer to RFP Attachment 6.6., *Pro Forma* Contract, Section C).

4.9.3.3. If any provision of the Contract provides direct funding or reimbursement for the competitive purchase of goods or services as a component of contract performance or otherwise provides for the reimbursement of specified, actual costs, the State will employ all reasonable means and will require all such documentation that it deems necessary to ensure that such purchases were competitive and costs were reasonable, necessary, and actual. The Contractor shall provide reasonable assistance and access related to such review. Further, the State shall not remit, as funding or reimbursement pursuant to such provisions, any amounts that it determines do not represent reasonable, necessary, and actual costs.

#### 4.10. **Contractor Performance**

The Contractor who is awarded a contract will be responsible for the delivery of all acceptable goods or the satisfactory completion of all services set out in this RFP (including attachments) as may be amended. All goods or services are subject to inspection and evaluation by the State. The State will employ all reasonable means to ensure that goods delivered or services rendered are in compliance with the Contract, and the Contractor must cooperate with such efforts.

#### 4.11. **Contract Amendment**

After Contract award, the State may request the Contractor to deliver additional goods or perform additional services within the general scope of the Contract and this RFP, but beyond the specified Scope, and for which the Contractor may be compensated. In such instances, the State will provide the Contractor a written description of the additional goods or services. The Contractor must respond to the State with a time schedule for delivering the additional goods or accomplishing the additional services based on the compensable units included in the Contractor's response to this RFP. If the State and the Contractor reach an agreement regarding the goods or services and associated compensation, such agreement must be effected by means of a contract amendment. Further, any such amendment requiring additional goods or services must be signed by both the State agency head and the Contractor and must be approved by other state officials as required by applicable statutes, rules, policies and procedures of the State of Tennessee. The Contractor must not provide additional goods or render additional services until the State has issued a written contract amendment with all required approvals.

#### 4.12. **Severability**

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, said decision will not affect the validity of the remaining RFP terms and provisions, and the rights and obligations of the State and Respondents will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

**4.13. Next Ranked Respondent**

The State reserves the right to initiate negotiations with the next ranked Respondent should the State cease doing business with any Respondent selected via this RFP process.

## 5. EVALUATION & CONTRACT AWARD

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### 5.1. Evaluation Categories & Maximum Points

The State will consider qualifications, experience, technical approach, and cost in the evaluation of responses and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each response deemed by the State to be responsive.

EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
<b>General Qualifications &amp; Experience</b> (refer to RFP Attachment 6.2., Section B)	<b>20</b>
<b>Technical Qualifications, Experience &amp; Approach</b> (refer to RFP Attachment 6.2., Section C)	<b>50</b>
<b>Cost Proposal</b> (refer to RFP Attachment 6.3.)	<b>30</b>

### 5.2. Evaluation Process

The evaluation process is designed to award the contract resulting from this RFP not necessarily to the Respondent offering the lowest cost, but rather to the Respondent deemed by the State to be responsive and responsible who offers the best combination of attributes based upon the evaluation criteria. ("Responsive Respondent" is defined as a Respondent that has submitted a response that conforms in all material respects to the RFP. "Responsible Respondent" is defined as a Respondent that has the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.)

5.2.1. **Technical Response Evaluation.** The Solicitation Coordinator and the Proposal Evaluation Team (consisting of three (3) or more State employees) will use the RFP Attachment 6.2., Technical Response & Evaluation Guide to manage the Technical Response Evaluation and maintain evaluation records.

- 5.2.1.1. The State reserves the right, at its sole discretion, to request Respondent clarification of a Technical Response or to conduct clarification discussions with any or all Respondents. Any such clarification or discussion will be limited to specific sections of the response identified by the State. The subject Respondent must put any resulting clarification in writing as may be required and in accordance with any deadline imposed by the State.
- 5.2.1.2. The Solicitation Coordinator will review each Technical Response to determine compliance with RFP Attachment 6.2., Technical Response & Evaluation Guide, Section A— Mandatory Requirements. If the Solicitation Coordinator determines that a response failed to meet one or more of the mandatory requirements, the Solicitation Coordinator will review the response and determine whether:
- a. the response adequately meets RFP requirements for further evaluation;
  - b. the State will request clarifications or corrections for consideration prior to further evaluation; or,
  - c. the State will determine the response to be non-responsive to the RFP and reject it.

- 5.2.1.3. Proposal Evaluation Team members will independently evaluate each Technical Response (that is responsive to the RFP) against the evaluation criteria in this RFP, and will score each in accordance with the RFP Attachment 6.2., Technical Response & Evaluation Guide.
- 5.2.1.4. For each response evaluated, the Solicitation Coordinator will calculate the average of the Proposal Evaluation Team member scores for RFP Attachment 6.2., Technical Response & Evaluation Guide, and record each average as the response score for the respective Technical Response section.
- 5.2.1.5. Before Cost Proposals are opened, the Proposal Evaluation Team will review the Technical Response Evaluation record and any other available information pertinent to whether or not each Respondent is responsive and responsible. If the Proposal Evaluation Team identifies any Respondent that does not meet the responsive and responsible thresholds such that the team would not recommend the Respondent for Cost Proposal Evaluation and potential contract award, the team members will fully document the determination.
- 5.2.2. **Cost Proposal Evaluation.** The Solicitation Coordinator will open for evaluation the Cost Proposal of each Respondent deemed by the State to be responsive and responsible and calculate and record each Cost Proposal score in accordance with the RFP Attachment 6.3., Cost Proposal & Scoring Guide.
- 5.2.3. **Clarifications and Negotiations:** The State reserves the right to award a contract on the basis of initial responses received, therefore, each response shall contain the Respondent's best terms and conditions from a technical and cost standpoint. The State reserves the right to conduct clarifications or negotiations with one or more Respondents. All communications, clarifications, and negotiations shall be conducted in a manner that supports fairness in response improvement.
- 5.2.3.1. **Clarifications:** The State may identify areas of a response that may require further clarification or areas in which it is apparent that there may have been miscommunications or misunderstandings as to the State's specifications or requirements. The State may seek to clarify those issues identified during one or multiple clarification rounds. Each clarification sought by the State may be unique to an individual Respondent, provided that the process is conducted in a manner that supports fairness in response improvement.
- 5.2.3.2. **Negotiations:** The State may elect to negotiate with one or more Respondents by requesting revised responses, negotiating costs, or finalizing contract terms and conditions. The State reserves the right to conduct multiple negotiation rounds or no negotiations at all.
- 5.2.3.3. **Cost Negotiations:** All Respondents, selected for negotiation by the State, will be given equivalent information with respect to cost negotiations. All cost negotiations will be documented for the procurement file. Additionally, the State may conduct target pricing and other goods or services level negotiations. Target pricing may be based on considerations such as current pricing, market considerations, benchmarks, budget availability, or other methods that do not reveal individual Respondent pricing. During target price negotiations, Respondents are not obligated to reduce their pricing to target prices, but no Respondent is allowed to increase prices.
- 5.2.3.4. If the State determines that it is unable to successfully negotiate terms and conditions of a contract with the apparent best evaluated Respondent, the State reserves the right to bypass the apparent best evaluated Respondent and enter into terms and conditions contract negotiations with the next apparent best evaluated Respondent.

- 5.2.4. **Total Response Score.** The Solicitation Coordinator will calculate the sum of the Technical Response section scores and the Cost Proposal score and record the resulting number as the total score for the subject Response (refer to RFP Attachment 6.5., Score Summary Matrix).

### 5.3. Contract Award Process

- 5.3.1. The Solicitation Coordinator will review the Proposal Evaluation Team determinations and scores for consideration along with any other relevant information that might be available and pertinent to contract award.
- 5.3.2. The Solicitation Coordinator will determine the apparent best-evaluated Response using the scoring provided by the Proposal Evaluation Team. To effect a contract award to a Respondent other than the one receiving the highest evaluation process score, the Solicitation Coordinator must provide written justification and obtain the written approval of the Chief Procurement Officer and the Comptroller of the Treasury.
- 5.3.3. The State will issue a Notice of Intent to Award identifying the apparent best-evaluated response and make the RFP files available for public inspection at the time and date specified in the RFP Section 2, Schedule of Events.

**NOTICE: The Notice of Intent to Award shall not create rights, interests, or claims of entitlement in either the apparent best-evaluated Respondent or any other Respondent.**

- 5.3.4. The Respondent identified as offering the apparent best-evaluated response must sign a contract drawn by the State pursuant to this RFP. The Contract shall be substantially the same as the RFP Attachment 6.6., *Pro Forma* Contract. The Respondent must sign the contract by the Contractor Signature Deadline detailed in the RFP Section 2, Schedule of Events. If the Respondent fails to provide the signed Contract by this deadline, the State may determine that the Respondent is non-responsive to this RFP and reject the response.
- 5.3.5. Notwithstanding the foregoing, the State may, at its sole discretion, entertain limited terms and conditions or pricing negotiations prior to Contract signing and, as a result, revise the *pro forma* contract terms and conditions or performance requirements in the State's best interests, PROVIDED THAT such revision of terms and conditions or performance requirements shall NOT materially affect the basis of response evaluations or negatively impact the competitive nature of the RFP and contractor selection process.
- 5.3.6. If the State determines that a response is non-responsive and rejects it after opening Cost Proposals, the Solicitation Coordinator will re-calculate scores for each remaining responsive Cost Proposal to determine (or re-determine) the apparent best-evaluated response.

**RFP ATTACHMENT 6.1.****RFP # 33101-23197FAS2 STATEMENT OF CERTIFICATIONS AND ASSURANCES**

The Respondent must sign and complete the Statement of Certifications and Assurances below as required, and it must be included in the Technical Response (as required by RFP Attachment 6.2., Technical Response & Evaluation Guide, Section A, Item A.1.).

**The Respondent does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:**

1. The Respondent will comply with all of the provisions and requirements of the RFP.
2. The Respondent will provide all services as defined in the Scope of the RFP Attachment 6.6., *Pro Forma* Contract for the total Contract Term.
3. The Respondent, except as otherwise provided in this RFP, accepts and agrees to all terms and conditions set out in the RFP Attachment 6.6., *Pro Forma* Contract.
4. The Respondent acknowledges and agrees that a contract resulting from the RFP shall incorporate, by reference, all proposal responses as a part of the Contract.
5. The Respondent will comply with:
  - (a) the laws of the State of Tennessee;
  - (b) Title VI of the federal Civil Rights Act of 1964;
  - (c) Title IX of the federal Education Amendments Act of 1972;
  - (d) the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
  - (e) the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
6. To the knowledge of the undersigned, the information detailed within the response submitted to this RFP is accurate.
7. The response submitted to this RFP was independently prepared, without collusion, under penalty of perjury.
8. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with this RFP or any resulting contract.
9. Both the Technical Response and the Cost Proposal submitted in response to this RFP shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract pursuant to the RFP.
10. The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106." For reference purposes, the list is currently available online at: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>.

**By signing this Statement of Certifications and Assurances, below, the signatory also certifies legal authority to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it. If the signatory is not the Respondent (if an individual) or the Respondent's company *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to bind the Respondent.**

**DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE RESPONDENT**

**SIGNATURE:**

\_\_\_\_\_

**PRINTED NAME & TITLE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**RESPONDENT LEGAL ENTITY  
NAME:**

\_\_\_\_\_

## RFP ATTACHMENT 6.2. — Section A

## TECHNICAL RESPONSE &amp; EVALUATION GUIDE

**SECTION A: MANDATORY REQUIREMENTS.** The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the response page number for each item in the appropriate space below.

The Solicitation Coordinator will review the response to determine if the Mandatory Requirement Items are addressed as required and mark each with pass or fail. For each item that is not addressed as required, the Solicitation Coordinator must review the response and attach a written determination. In addition to the Mandatory Requirement Items, the Solicitation Coordinator will review each response for compliance with all RFP requirements.

RESPONDENT LEGAL ENTITY NAME:			
Response Page # (Respondent completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
		The Response must be delivered to the State no later than the Response Deadline specified in the RFP Section 2, Schedule of Events.	
		The Technical Response and the Cost Proposal documentation must be packaged separately as required (refer to RFP Section 3.2., <i>et. seq.</i> ).	
		The Technical Response must NOT contain cost or pricing information of any type.	
		The Technical Response must NOT contain any restrictions of the rights of the State or other qualification of the response.	
		A Respondent must NOT submit alternate responses (refer to RFP Section 3.3.).	
		A Respondent must NOT submit multiple responses in different forms (as a prime and a subcontractor) (refer to RFP Section 3.3.).	
	<b>A.1.</b>	Provide the Statement of Certifications and Assurances (RFP Attachment 6.1.) completed and signed by an individual empowered to bind the Respondent to the provisions of this RFP and any resulting contract. The document must be signed without exception or qualification.	
	<b>A.2.</b>	Provide a statement, based upon reasonable inquiry, of whether the Respondent or any individual who shall cause to deliver goods or perform services under the contract has a possible conflict of interest ( <i>e.g.</i> , employment by the State of Tennessee) and, if so, the nature of that conflict.  NOTE: Any questions of conflict of interest shall be solely within the discretion of the State, and the State reserves the right to cancel any award.	
	<b>A.3.</b>	Provide a current bank reference indicating that the Respondent's business relationship with the financial institution is in positive standing. Such reference must be written in the form of a standard business letter, signed, and dated within the past three (3) months.	
	<b>A.4.</b>	Provide two current positive credit references from vendors with which the Respondent has done business written in the form of standard business letters, signed, and dated within the past three (3) months.	

<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>Response Page # (Respondent completes)</b>	<b>Item Ref.</b>	<b>Section A— Mandatory Requirement Items</b>	<b>Pass/Fail</b>
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			



## RFP ATTACHMENT 6.2. — SECTION B

## TECHNICAL RESPONSE &amp; EVALUATION GUIDE

**SECTION B: GENERAL QUALIFICATIONS & EXPERIENCE.** The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the response page number for each item in the appropriate space below. Proposal Evaluation Team members will independently evaluate and assign one score for all responses to Section B— General Qualifications & Experience Items.

<b>RESPONDENT LEGAL ENTITY NAME:</b>		
<b>Response Page #</b> (Respondent completes)	<b>Item Ref.</b>	<b>Section B— General Qualifications &amp; Experience Items</b>
	<b>B.1.</b>	Detail the name, e-mail address, mailing address, telephone number, and facsimile number, if applicable, of the person the State should contact regarding the response.
	<b>B.2.</b>	Describe the Respondent's form of business ( <i>i.e.</i> , individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile).
	<b>B.3.</b>	Detail the number of years the Respondent has been in business.
	<b>B.4.</b>	Briefly describe how long the Respondent has been providing the goods or services required by this RFP.
	<b>B.5.</b>	Describe the Respondent's number of employees, client base, and location of offices.
	<b>B.6.</b>	Provide a statement of whether there have been any mergers, acquisitions, or change of control of the Respondent within the last ten (10) years. If so, include an explanation providing relevant details.
	<b>B.7.</b>	Provide a statement of whether the Respondent or, to the Respondent's knowledge, any of the Respondent's employees, agents, independent contractors, or subcontractors, involved in the delivery of goods or performance of services on a contract pursuant to this RFP, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details.
	<b>B.8.</b>	Provide a statement of whether, in the last ten (10) years, the Respondent has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details.
	<b>B.9.</b>	Provide a statement of whether there is any material, pending litigation against the Respondent that the Respondent should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFP or is likely to have a material adverse effect on the Respondent's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the Respondent's performance in a contract pursuant to this RFP.  NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Respondent must be properly licensed to render such opinions. The State may require the Respondent to submit proof of license for each person or entity that renders such opinions.
	<b>B.10.</b>	Provide a statement of whether there are any pending or in progress Securities Exchange Commission investigations involving the Respondent. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it will impair the Respondent's performance in a contract pursuant to this RFP.

## RFP ATTACHMENT 6.2. — SECTION B (continued)

RESPONDENT LEGAL ENTITY NAME:		
Response Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
		NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Respondent must be properly licensed to render such opinions. The State may require the Respondent to submit proof of license for each person or entity that renders such opinions.
	B.11.	Provide a brief, descriptive statement detailing evidence of the Respondent's ability to deliver the goods or services sought under this RFP (e.g., prior experience, training, certifications, resources, program and quality management systems, etc.).
	B.12.	Provide a narrative description of the proposed project team, its members, and organizational structure along with an organizational chart identifying the key people who will be assigned to deliver the goods or services required by this RFP.
	B.13.	Provide a personnel roster listing the names of key people who the Respondent will assign to meet the Respondent's requirements under this RFP along with the estimated number of hours that each individual will devote to that performance. Follow the personnel roster with a resume for each of the people listed. The resumes must detail the individual's title, education, current position with the Respondent, and employment history.
	B.14.	Provide a statement of whether the Respondent intends to use subcontractors to meet the Respondent's requirements of any contract awarded pursuant to this RFP, and if so, detail: <ul style="list-style-type: none"> <li>(a) the names of the subcontractors along with the contact person, mailing address, telephone number, and e-mail address for each;</li> <li>(b) a description of the scope and portions of the goods each subcontractor involved in the delivery of goods or performance of the services each subcontractor will perform; <u>and</u></li> <li>(c) a statement specifying that each proposed subcontractor has expressly assented to being proposed as a subcontractor in the Respondent's response to this RFP.</li> </ul>
	B.15.	Provide documentation of the Respondent's commitment to diversity as represented by the following: <ul style="list-style-type: none"> <li>(a) <u>Business Strategy</u>. Provide a description of the Respondent's existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises. Please also include a list of the Respondent's certifications as a diversity business, if applicable.</li> <li>(b) <u>Business Relationships</u>. Provide a listing of the Respondent's current contracts with business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises. Please include the following information: <ul style="list-style-type: none"> <li>(i) contract description;</li> <li>(ii) contractor name and ownership characteristics (i.e., ethnicity, gender, service-disabled veteran-owned or persons with disabilities);</li> <li>(iii) contractor contact name and telephone number.</li> </ul> </li> <li>(c) <u>Estimated Participation</u>. Provide an estimated level of participation by business enterprises owned by minorities, women, service-disabled veterans, persons with disabilities and small business enterprises if a contract is awarded to the Respondent pursuant to this RFP. Please include the following information: <ul style="list-style-type: none"> <li>(i) a percentage (%) indicating the participation estimate. (Express the estimated participation number as a percentage of the total estimated contract value that will be dedicated to business with subcontractors and supply contractors having such ownership characteristics only and <b>DO NOT INCLUDE DOLLAR AMOUNTS</b>);</li> <li>(ii) anticipated goods or services contract descriptions;</li> <li>(iii) names and ownership characteristics (i.e., ethnicity, gender, service-disabled veterans, or disability) of anticipated subcontractors and supply contractors.</li> </ul> </li> </ul>

## RFP ATTACHMENT 6.2. — SECTION B (continued)

RESPONDENT LEGAL ENTITY NAME:		
Response Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
		<p>NOTE: In order to claim status as a Diversity Business Enterprise under this contract, businesses must be certified by the Governor's Office of Diversity Business Enterprise (Go-DBE). Please visit the Go-DBE website at <a href="https://tn.diversitysoftware.com/FrontEnd/StartCertification.asp?TN=tn&amp;XID=9810">https://tn.diversitysoftware.com/FrontEnd/StartCertification.asp?TN=tn&amp;XID=9810</a> for more information.</p> <p>(d) <u>Workforce</u>. Provide the percentage of the Respondent's total current employees by ethnicity and gender.</p> <p>NOTE: Respondents that demonstrate a commitment to diversity will advance State efforts to expand opportunity to do business with the State as contractors and subcontractors. Response evaluations will recognize the positive qualifications and experience of a Respondent that does business with enterprises owned by minorities, women, service-disabled veterans, persons with disabilities, and small business enterprises and who offer a diverse workforce.</p>
	<b>B.16.</b>	<p>Provide a statement of whether or not the Respondent has any current contracts with the State of Tennessee or has completed any contracts with the State of Tennessee within the previous five (5) year period. If so, provide the following information for all of the current and completed contracts:</p> <p>(a) the name, title, telephone number and e-mail address of the State contact knowledgeable about the contract;</p> <p>(b) the procuring State agency name;</p> <p>(c) a brief description of the contract's scope of services;</p> <p>(d) the contract period; and</p> <p>(e) the contract number.</p>
	<b>B.17.</b>	<p>Provide a statement and any relevant details addressing whether the Respondent is any of the following:</p> <p>(a) is presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;</p> <p>(b) has within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;</p> <p>(c) is presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and</p> <p>(d) has within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.</p>
	<b>B.18.</b>	<p>Provide customer references from individuals who are <u>not</u> current or former State employees for projects similar to the goods or services sought under this RFP and which represent:</p> <ul style="list-style-type: none"> <li>▪ two (2) accounts Respondent currently services that are similar in size to the State; <u>and</u></li> <li>▪ three (3) completed projects.</li> </ul> <p>References from at least three (3) different individuals are required to satisfy the requirements above, e.g., an individual may provide a reference about a completed project and another reference about a currently serviced account. The standard reference questionnaire, which <u>must</u> be used and completed is provided at RFP Attachment F. References that are not completed as required may be deemed nonresponsive and may not be considered.</p> <p>The Respondent will be <u>solely</u> responsible for obtaining fully completed reference questionnaires ensuring they are e-mailed to the solicitation coordinator or including them in the sealed</p>

**RFP ATTACHMENT 6.2. — SECTION B (continued)**

<b>RESPONDENT LEGAL ENTITY NAME:</b>	
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Response Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
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		<p>Technical Response. In order to obtain and submit the completed reference questionnaires, following one of the two processes below:</p> <p>Written:</p> <ul style="list-style-type: none"> <li>(a) Add the Respondent’s name to the standard reference questionnaire at Attachment F and make a copy for each reference.</li> <li>(b) Send a reference questionnaire and a new, standard #10 envelope to each reference.</li> <li>(c) Instruct the reference to:             <ul style="list-style-type: none"> <li>(i) complete the reference questionnaire;</li> <li>(ii) sign <u>and</u> date the completed reference questionnaire;</li> <li>(iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;</li> <li>(iv) sign his or her name in ink across the sealed portion of the envelope; and</li> <li>(v) return the sealed envelope directly to the Respondent (the Respondent may wish to give each reference a deadline, such that the Respondent will be able to collect all required references in time to include them within the sealed Technical Response).</li> </ul> </li> <li>(d) <u>Do NOT open the sealed references upon receipt.</u></li> <li>(e) Enclose all <u>sealed</u> reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.</li> </ul> <p>E-mail:</p> <ul style="list-style-type: none"> <li>(a) Add the Respondent’s name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.</li> <li>(b) E-mail the reference with a copy of the standard reference questionnaire.</li> <li>(c) Instruct the reference to:             <ul style="list-style-type: none"> <li>(i) complete the reference questionnaire;</li> <li>(ii) sign and date the completed reference questionnaire;</li> </ul> </li> <li>(iii) E-mail the reference directly to the Solicitation Coordinator by the RFP Technical Response Deadline with the Subject line of the e-mail as “[Respondent Name] Reference for RFP# 33101-23197FAS2</li> </ul> <p>NOTES:</p> <ul style="list-style-type: none"> <li>• The State will not accept late references or references submitted by any means other than the two which are described above, and each reference questionnaire submitted must be completed as required.</li> <li>• The State will not review more than the number of required references indicated above.</li> <li>• While the State will base its reference check on the contents of the reference e-mails or sealed reference envelopes included in the Technical Response package, the State reserves the right to confirm and clarify information detailed in the completed reference questionnaires, and may consider clarification responses in the evaluation of references.</li> <li>• The State is under no obligation to clarify any reference information.</li> </ul>
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<p><b>SCORE (for <u>all</u> Section B—Qualifications &amp; Experience Items above):</b> (maximum possible score = 20)</p>	
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State Use – Evaluator Identification:

## RFP ATTACHMENT 6.2. — SECTION C

## TECHNICAL RESPONSE &amp; EVALUATION GUIDE

**SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH.** The Respondent must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the response page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

**0 = little value      1 = poor      2 = fair      3 = satisfactory      4 = good      5 = excellent**

The Solicitation Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's Raw Weighted Score for purposes of calculating the section score as indicated.

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
	C.1.	Provide a narrative describing a proposed structure and sequence of topics for virtual learning sessions aligned to the State's requirements. Explain how the proposed structure and sequence will build the capacity of school and district leaders in each CORE region to provide teachers with high-quality Feedback on early literacy instruction.		7	
	C.2.	Provide a narrative describing a proposed structure and menu of possible topics for <b>Regional Convenings</b> aligned to the State's requirements; including Lesson Preparation and Unit Preparation. Explain how the proposed structure and topics will build the capacity of instructional leaders <b>and instructional Coaches</b> to improve early literacy instructional practices in their districts, using the Tennessee Foundational Skills Curriculum Supplement (TFSCS) as a model and learning tool in addition to adopted HQIM.		7	
	C.3.	Provide a narrative describing a proposed structure and sequence of topics for Asynchronous learning modules aligned to the State's requirements. Explain how the proposed structure and topics will build the capacity of teachers to deliver effective instruction and improve student learning outcomes in early literacy, including lesson/unit prep and modeling lessons using the Tennessee Foundational Skills Curriculum Supplement (TNFSCS).		7	
	C.4.	Provide a narrative describing in detail proposed resources focused on early literacy instruction for Disadvantaged Students, English Learners, Students with Characteristics of Dyslexia, and Students with Disabilities aligned to the State's requirements. Explain how the proposed resources will build the capacity of teachers to ensure equitable access to high-quality instruction and student learning outcomes.		4	
	C.5.	Provide documentation that Asynchronous learning modules and student subgroup resources will be ADA compliant and that Asynchronous learning modules will be interactive using TDOE technology in collaboration with TDOE staff. Acceptable documentation includes sample materials from past trainings or detailed work plans for making materials ADA compliant.		10	

**RFP ATTACHMENT 6.2. — SECTION C (continued)**

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
	<b>C.6.</b>	Provide a comprehensive, detailed plan for materials development and review and for the selection and oversight of facilitators for virtual Synchronous and in-person learning sessions that aligns fully to State’s timeline and requirements during the period from Contract Effective Date through the completion of all learning sessions and deliverables.		<b>10</b>	
	<b>C.7.</b>	Provide a comprehensive plan for CORE regional Learning Walks, including an explanation of how the Respondent will expect a district to focus on the core actions of the TN Foundational Skills IPG and how the Respondent will facilitate shifts in focus. Please include a timeline for expected shifts and clear strategies to help districts focus on sections of the TN Foundational Skills IPG. Please include an explanation of how the TN Foundational Skills IPG would show progress of a district or region’s Implementation.		<b>10</b>	
	<b>C.8.</b>	Provide a brief description of the Respondent’s knowledge of research and effective classroom practice in early literacy (preK-2), including practices beneficial to Disadvantaged Students, English Learners, Students with the Characteristics of Dyslexia, and Students with Disabilities.		<b>4</b>	
	<b>C.9.</b>	Provide a brief description of the Respondent’s experience supporting educators, including both teachers and administrators, with resources and professional learning opportunities focused on early literacy classroom instruction.		<b>4</b>	
	<b>C.10.</b>	Provide a brief description of the Respondent’s experience facilitating adult learning in virtual Asynchronous, virtual Synchronous, and in-person formats.		<b>4</b>	
<p><i>The Solicitation Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i></p>					<p><b>Total Raw Weighted Score:</b> <i>(sum of Raw Weighted Scores above)</i></p>
<p><b>Total Raw Weighted Score</b></p>			<p><b>X 50</b> <i>(maximum possible score)</i></p>	<p><b>= SCORE:</b></p>	
<p><b>Maximum Possible Raw Weighted Score</b> <i>(i.e., 5 x the sum of item weights above)</i></p>					
<p><i>State Use – Evaluator Identification:</i></p>					
<p><i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i></p>					

**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.

<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>Evaluation Factor</b>	<b>Evaluation Cost (cost x factor)</b>
Regional Convenings (Content)	<b>\$AMOUNT / each</b>	18	
Regional Convenings (Facilitation)	<b>\$AMOUNT / each</b>	18	
<b>Virtual Learning Sessions</b> (Content)	<b>\$AMOUNT / each</b>	10	
<b>Virtual Learning Sessions</b> (Facilitation)	<b>\$AMOUNT / each</b>	10	
Core Regional Learning Walks	<b>\$AMOUNT / each</b>	48	
Asynchronous Learning Module Sessions	<b>\$AMOUNT / each</b>	12	
<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.			

**RFP ATTACHMENT 6.3. (continued)**

<b>RESPONDENT LEGAL ENTITY NAME:</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
lowest evaluation cost amount from <u>all</u> proposals		x 30 (maximum section score)	=
evaluation cost amount being evaluated		<b>SCORE:</b>	
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			



## REFERENCE QUESTIONNAIRE

**The standard reference questionnaire provided on the following pages of this attachment should be completed by all individuals offering a reference for the Respondent.**

The Respondent will be solely responsible for obtaining completed reference questionnaires as detailed below.. Provide references from individuals who are not current State employees of the procuring State Agency for projects similar to the goods or services sought under this RFP and which represent:

- two (2) contracts Respondent currently services that are similar in size and scope to the services required by this RFP; and
- three (3) completed contracts that are similar in size and scope to the services required by this RFP.

References from at least three (3) different individuals are required to satisfy the requirements above, e.g., an individual may provide a reference about a completed project and another reference about a currently serviced account. The individual contact reference provided for each contract or project shall not be a current State employee of the procuring State agency. Procuring State agencies that accept references from another State agency shall document, in writing, a plan to ensure that no contact is made between the procuring State agency and a referring State agency. The standard reference questionnaire, should be used and completed, and is provided on the next page of this RFP Attachment 6.4.

In order to obtain and submit the completed reference questionnaires following one of the two processes below.

Written:

- (a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.
- (b) Send a reference questionnaire and new, standard #10 envelope to each reference.
- (c) Instruct the reference to:
  - (i) complete the reference questionnaire;
  - (ii) sign and date the completed reference questionnaire;
  - (iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;
  - (iv) sign his or her name in ink across the sealed portion of the envelope; and
  - (v) return the sealed envelope directly to the Respondent (the Respondent may wish to give each reference a deadline, such that the Respondent will be able to collect all required references in time to include them within the sealed Technical Response).
- (d) Do NOT open the sealed references upon receipt.
- (e) Enclose all sealed reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.

Email:

- (a) Add the Respondent's name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.
- (b) E-mail a reference questionnaire to each reference.
- (c) Instruct the reference to:
  - (i) complete the reference questionnaire;
  - (ii) sign and date the completed reference questionnaire;
  - (iii) E-mail the reference directly to the Solicitation Coordinator by the RFP Technical Response Deadline with the Subject line of the e-mail as "[Respondent's Name] Reference for RFP # 33101-23197FAS2".

NOTES:

- The State will not accept late references or references submitted by any means other than the two which are described above, and each reference questionnaire submitted must be completed as required.
- The State will not review more than the number of required references indicated above.

- While the State will base its reference check on the contents of the reference e-mails or sealed reference envelopes included in the Technical Response package, the State reserves the right to confirm and clarify information detailed in the completed reference questionnaires and may consider clarification responses in the evaluation of references.
- The State is under no obligation to clarify any reference information.

**RFP # 33101-23197FAS2 REFERENCE QUESTIONNAIRE**

**REFERENCE SUBJECT:** RESPONDENT NAME (completed by Respondent before reference is requested)

The “reference subject” specified above, intends to submit a response to the State of Tennessee in response to the Request for Proposals (RFP) indicated. As a part of such response, the reference subject must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
- sign and date the completed questionnaire and follow either process outlined below;

**Physical:**

- seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
- sign in ink across the sealed portion of the envelope; and
- return the sealed envelope containing the completed questionnaire directly to the reference subject.

**E-Mail:**

- e-mail the completed questionnaire to:  
Genell Jordan (Genell.Jordan@tn.gov)

**(1) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?**

**(2) Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>TELEPHONE #</b>	
<b>E-MAIL ADDRESS:</b>	

**(3) What goods or services does/did the reference subject provide to your company or organization?**

**(4) If the goods or services that the reference subject provided to your company or organization are completed, were the goods or services provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.**

(5) **If the reference subject is still providing goods or services to your company or organization, are these goods or services being provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.**

(6) **How satisfied are you with the reference subject's ability to perform based on your expectations and according to the contractual arrangements?**

**REFERENCE SIGNATURE:**

(by the individual completing this request for reference information)

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(must be the same as the signature across the envelope seal)

**DATE:**

**RFP ATTACHMENT 6.5.**

**SCORE SUMMARY MATRIX**

	<i>RESPONDENT NAME</i>		<i>RESPONDENT NAME</i>		<i>RESPONDENT NAME</i>	
<b>GENERAL QUALIFICATIONS &amp; EXPERIENCE</b> (maximum: 20)						
<i>EVALUATOR NAME</i>						
<i>EVALUATOR NAME</i>						
<i>REPEAT AS NECESSARY</i>						
	<b>AVERAGE:</b>		<b>AVERAGE:</b>		<b>AVERAGE:</b>	
<b>TECHNICAL QUALIFICATIONS, EXPERIENCE &amp; APPROACH</b> (maximum: 50)						
<i>EVALUATOR NAME</i>						
<i>EVALUATOR NAME</i>						
<i>REPEAT AS NECESSARY</i>						
	<b>AVERAGE:</b>		<b>AVERAGE:</b>		<b>AVERAGE:</b>	
<b>COST PROPOSAL</b> (maximum: 30)	<b>SCORE:</b>		<b>SCORE:</b>		<b>SCORE:</b>	
<b>TOTAL RESPONSE EVALUATION SCORE:</b> (maximum: 100)						
<i>Solicitation Coordinator Signature, Printed Name &amp; Date:</i>						

**RFP ATTACHMENT 6.6.**

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**RFP # 33101-23197FAS2 *PRO FORMA* CONTRACT**

The *Pro Forma* Contract detailed in following pages of this exhibit contains some “blanks” (signified by descriptions in capital letters) that will be completed with appropriate information in the final contract resulting from the RFP.

**CONTRACT**  
**BETWEEN THE STATE OF TENNESSEE,**  
**DEPARTMENT OF EDUCATION**  
**AND**  
**CONTRACTOR NAME**

This Contract, by and between the State of Tennessee, Department of Education (“State”) and **Contractor Legal Entity Name** (“Contractor”), is for the provision of literacy training and support for the Early Literacy Network 2.0, as further defined in the "SCOPE." State and Contractor may be referred to individually as a “Party” or collectively as the “Parties” to this Contract.

The Contractor is **a/an Individual, For-Profit Corporation, Non-Profit Corporation, Special Purpose Corporation Or Association, Partnership, Joint Venture, Or Limited Liability Company.**

Contractor Place of Incorporation or Organization: **Location**

Contractor Edison Registration ID #: **Number**

**A. SCOPE:**

- A.1. The Contractor shall provide all goods or services and deliverables as required, described, and detailed below and shall meet all service and delivery timelines as specified by this Contract.
- A.2. Definitions. For purposes of this Contract, definitions shall be as follows and as set forth in the Contract:
- a. Acceleration – shall mean increasing the pace, depth or rigor of the scope and sequence of foundational skills for a student based on their reading Assessment data that shows readiness for acceleration.
  - b. Adaptive – shall mean content designed to support access for all students to grade-level content and learning experiences through the provision of multiple access points for diverse learners; must involve scaffolds and supports helping all students access target content rather than the provision of different or less challenging content for some students.
  - c. Assessment – shall mean any instrument used to determine students’ skills and knowledge in relation to reading.
  - d. Asynchronous Learning Modules – shall mean online learning sessions educators can take at their own pace to deepen their learning on early literacy foundational skills.
  - e. Best for All Central (“BFAC”) – shall mean the digital, one-stop learning portal hosted by the Tennessee Department of Education with a variety of resources and digital tools for educators, parents, students and community members.
  - f. Centers of Regional Excellence (“CORE Regions”) – shall mean the Tennessee Department of Education’s Office of Statewide Supports includes the academic support team, comprised of 8 regional CORE teams that provide support to districts in that region. The eight (8) CORE Regions include: Northwest, Southwest, Mid Cumberland, South Central, Upper Cumberland, Southeast, East TN, and First TN. Details surrounding the 8 CORE Regions can be found at the following link: <https://www.tn.gov/education/districts/office-of-statewide-supports.html>.
  - g. Coach or Coaching – shall mean instructional Coaching and refers to the process of a School Leader providing support and Feedback on teacher instructional practice using the TN Foundational Skills IPG.
  - h. Virtual Learning Sessions – shall mean Synchronous sessions that are held in each CORE Region to collaborate, problem solve, and learn instructional practices to strengthen early literacy instruction.

- i. Common Core State Standards (“Common Core”) – shall mean a set of national academic standards in math and English language arts for grades K-12 that have been adopted by a subset of states defining what students are expected to learn in each content area within each academic year; see prohibition in T.C.A. 49-06-02206(b)(2)(A).
- j. Decoding – shall mean the ability to apply knowledge of letter-sound relationships as well as letter patterns to correctly pronounce written words.
- k. Disadvantaged Students – shall mean those who participate in, or whose family participates in, economic assistance programs, such as the free or reduced-price lunch programs, social security insurance (SSI), food stamps, foster care, refugee assistance (cash or medical assistance), and/or earned income tax credit (EITC).
- l. Early Literacy Network 2.0 (“ELN 2.0”) – shall mean a continuation of early literacy supports and networking in Tennessee, intended to support and sustain the implementation of Early Reading Training learning in districts through participation in Regional Convenings, Communities of Practice, Asynchronous sessions, and Instructional Practice Guide (IPG) Learning Walks in each CORE Region.
- m. Early Literacy Network Participant(s) (“Participant(s)”) – shall mean district attendees who are involved in foundational literacy support, including district leaders, School Leaders, and teachers.
- n. English Learner – shall mean a non-English language background student who qualifies for English as a second language services via a State approved English language proficiency screener.
- o. Facilitation – shall mean presenting content and supporting the process of learning and putting newly acquired knowledge into practice.
- p. Feedback – shall mean the consistent and intentional practice of a School Leader observing a teacher’s classroom informally to give them Feedback on their instructional practice. For the purposes of this Contract, Feedback will focus on Implementation of high-quality English language arts (“ELA”) materials.
- q. Foundational Reading Skills – shall mean the continuum of skills that research has demonstrated are required to systematically teach reading, including Phonological Awareness, Phonemic Awareness, fluency, Decoding, and vocabulary development.
- r. High-Quality Instructional Materials (“HQIM”) – shall mean the curriculum, Assessment, and ancillary resources that create a comprehensive package of materials for a teacher. The materials are considered high-quality when they align with the instructional shifts required of the Tennessee State Standards.
- s. Implementation – shall mean the process that occurs after a district adopts HQIM and requires district leaders, School Leaders, and teachers to change practices to ensure that instruction is grounded in HQIM.
- t. Instructional Practice Guide (“IPG”) – shall mean a document used to define expected instructional practices to support student learning in early literacy foundational skills.
- u. Intervention – shall mean a multi-tiered system of academic supports for reading gaps defined by reading Assessments.
- v. Knowledge Development – shall mean the process of supporting educators’ conceptual development of key aspects of the project/initiative.



- w. Learning Walk – shall mean a daylong event where a group of educational leaders visits pre-determined classrooms within a district utilizing the TN IPG tool to observe and score classrooms as a vehicle for providing Feedback on Implementation success and challenges.
- x. Lesson Preparation/Unit Preparation – shall mean supporting teachers' unit and lesson planning process grounded within high-quality materials and understanding the daily lesson components of the materials and how to use those components to deliver lessons and sequence lessons into a unit with a culminating Assessment.
- y. Leveled Literacy – shall mean the practice of "matching" students to texts based on their measured reading proficiency level, which can slow the learning of struggling readers by confining them to overly simple, below-grade-level texts.
- z. Meaning, Structure, Visual ("MSV" or "Cueing") – shall mean the meaning, structure, and visual which are the three types of "cues" students are often encouraged, inappropriately, to use in place of systematic Decoding to read words. For example, faced with the sentence "John is fixing his bicycle," a student unfamiliar with the word "fixing" might use syntax to infer that the unknown word represents an action done to a bicycle, in addition to the orthographic-phonetic cue that the action begins with an "f," to guess the correct word ("What begins with an 'f' and can be done to a bicycle?") rather than Decoding it phoneme by phoneme.
- aa. Oral Language – shall mean spoken language, including spoken words and articulated sounds. Also referred to as vocal language.
- bb. Phonemic Awareness – shall mean the specific ability to focus and manipulate individual sounds in spoken words.
- cc. Phonological Awareness – shall mean the ability to manipulate Oral Language including words, syllables, onsets and rimes.
- dd. Reading Skills – shall mean abilities that allow a student to decode, comprehend, and interpret written language.
- ee. Regional Convenings – shall mean in-person convenings held in at least 3 locations around the state that continue the learning developed in year 1 and 2 and provide practice guidance and application for the content presented.
- ff. School Leader – shall mean a principal, assistant principal, or instructional Coach and for the purposes of this Contract serves as an instructional leader within a school and provides teacher Feedback on their instruction.
- gg. Students with Characteristics of Dyslexia – shall mean a student who has been identified as having a specific learning disability that is neurobiological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and Decoding abilities.
- hh. Students with Disabilities – shall mean a child between three (3) and twenty-one (21) years of age, both inclusive, who has been evaluated and determined as having a state-identified disability of functional delay or intellectually gifted, or as having one (1) or more of the following disabilities as defined in 34 C.F.R. §§ 300.8: an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; emotional disturbance; an orthopedic impairment; autism; traumatic brain injury; other health impairment; a specific learning disability; developmental delay; deaf-blindness; or multiple disabilities and who, by reason thereof, needs special education and related service. It also means a student with a mental or physical impairment that substantially limits one or more major life activities, as defined by Section 504 of the Rehabilitation Act of 1973.

- ii. Synchronous – shall mean learning opportunities that are interactive, two-way online, or distance education that happens in real time with a teacher.
  - jj. Tennessee Foundational Skills Instructional Practice Guide (“TN Foundational Skills IPG”) – shall mean a classroom observation tool that provides a Coaching framework focused on Foundational Skills instruction for grades Pre-K-2.
  - kk. Tennessee State Standards for English Language Arts – shall mean the Tennessee benchmark measures that define what students should know and be able to do at specified grade levels beginning in kindergarten and progressing through grade twelve in the subject of English Language Arts. Standards are not specific to a curriculum; instead, they define outcomes for all learners regardless of which curriculum they use.
- II. Vocabulary – shall mean the words within a text that hold meaning and knowledge that are essential to Reading Comprehension of the text.
- A.3. The Contractor shall support ELN 2.0 work in Tennessee by supporting districts with implementing high-quality early literacy materials and supporting teachers' and leaders' professional learning. The Contractor shall provide early literacy support and network activities to help educators apply knowledge of early literacy development and instruction to everyday classroom practice. This includes district-oriented instructional supports focusing on Early Literacy, coupled with furthering HQIM implementation and sustainable practices. The Contractor shall provide professional development, technical support, and teaching and learning supports, including all content and Facilitation needed for the following:
- a. Virtual learning sessions for school and district leaders in each CORE Region
  - b. In-Person Regional Convenings for instructional leaders
  - c. Asynchronous learning modules for teachers and leaders on Foundational Reading Skills Instruction and the Instructional Practice Guide (IPG)
  - d. Alignment of existing resources focused on Disadvantaged Students, English Learners, Students with Characteristics of Dyslexia, and Students with Disabilities.
  - e. The Contractor shall develop the content based on the State's determined topics and submit it to the State for approval. The Contractor shall edit and revise content as determined by the State until approved by the State.
- A.4. Virtual Learning Sessions  
The Contractor shall schedule and provide up to five (5) Virtual Learning Sessions each school year. Each session shall consist of two (2) hours of collaboration and learning and shall be offered in each CORE Region. These sessions shall focus on content that serves as a continuation of learning from the Regional Convenings and provides a continuous Coaching cycle, focusing on putting learning into practice to support districts, as follows:
- a. Sessions shall be designed based on a quarterly list of topics determined by the State and are embedded in the learning acquired during the Regional Convenings. The Contractor shall develop the content based on the State's determined topics and submit it to the State for approval. The Contractor shall edit and revise content as determined by the State until approved by the State.
  - b. Virtual sessions shall include a completion task at the end of each session that shall be required for participation credit.
  - c. At least 25% of sessions shall be focused on use of the TN Foundational Skills IPG.
  - d. At least 15% of sessions shall be focused on Knowledge Development.
  - e. At least 35% of the sessions shall be focused on data analysis, Intervention, and literacy supports for struggling learners.
  - f. At least 25% of the sessions shall be focused on Lesson Preparation/Unit Preparation and lesson delivery Feedback.
  - g. Sessions shall be recorded by the Contractor and placed by the State on its Best for All Central portal for public use within one (1) month of the last learning session.

- h. The Contractor shall create and distribute a survey to participants during all Regional Convenings and all Virtual Learning Sessions. The Contractor shall share survey results with the State and used to provide insight into future topics and district needs.

A.5. In-Person Regional Convening Sessions

Early Literacy Network Regional Convenings shall be a one-day training up to three (3) times per school year in three (3) different regions across the state for a total of up to nine (9) sites and dates per school year. Each training at each site will serve up to 200 Participants at a time between August-June of each year.

- a. At least 25% of sessions shall be focused on use of the TN Foundational Skills IPG.
- b. At least 15% of sessions shall be focused on Knowledge Development.
- c. At least 35% of the sessions shall be focused on data analysis, Intervention, and literacy supports for struggling learners.
- d. At least 25% of the sessions shall be focused on Lesson Preparation/Unit Preparation and lesson delivery Feedback.
  - 1) In **creating content**, the Contractor shall solicit, and take into account, responses from Participants on desired topics.
- e. The Contractor shall develop the content based on the State's determined topics and submit it to the State for approval. The Contractor shall edit and revise content as determined by the State until approved by the State.
- f. The Contractor shall create and distribute a survey to participants during all Regional Convenings and all Virtual Learning Sessions. The Contractor shall share survey results with the State and used to provide insight into future topics and district needs.
- g. The State will provide a free venue with presentation equipment to hold regional convenings. The Contractor will be responsible for any supplies needed for content delivery, at no additional cost to the State.

A.6. Asynchronous Learning Modules

The Contractor shall provide up to six (6) Asynchronous Learning Modules (for the State to house in BFAC) and will be available throughout the school year and introduced in the following months each year: August, October, December, February, April, and June. These modules shall present teachers and leaders with concrete, in-depth guidance on specific topics related to Foundational Reading Skills instruction, including: Using the Instructional Practice Guide for Learning Walks and Coaching conversations.

- a. Lesson and unit preparation.
- b. Using Assessment to inform instructional access points.
- c. Using Assessment to inform Intervention and Acceleration.
- d. Modules shall be designed in an interactive format in collaboration with TDOE staff.
- e. The Contractor shall develop the content based on the State's determined topics and submit it to the State for approval. The Contractor shall edit and revise content as determined by the State until approved by the State.

A.7. Aligning Resources for Student Subgroup Supports

The Contractor shall align existing resources around HQIM Implementation specifically to address teacher focus on students' needs during a literacy lesson. Specifically, the Contractor shall focus on aligning the following tools that will support instruction for Disadvantaged Students, English Learners, Students with the Characteristics of Dyslexia, and Students with Disabilities:

- a. Adaptive tools for TN Foundational Skills IPG for each of these four (4) student groups
- b. Adaptive templates for Unit and Lesson Preparation for each of the four (4) student groups
- c. Reinforcement Guides for sounds-first strategies for each of the four (4) student groups that align with TNFSCS
- d. Data analysis and Intervention guides for each of the four (4) student groups

e. The Contractor shall create or revise existing resources and submit them for State review and approval before use.

A.8. Work Product Approvals

All work products developed or produced by the Contractor under this Contract shall be subject to final approval by the State prior to delivery and distribution to Participants or other parties (as approved by the State). The Contractor shall make any revisions requested by the State on a timeline approved by the State.

A.9. The Contractor shall provide all course materials needed for the sessions and modules required by this Contract. All course material shall, at minimum:

- a. Be grounded in scientific research and adult learning theory;
- b. Use multiple modes of learning;
- c. Meet state and federal requirements relating to accessibility, including the Americans with Disabilities Act and Sections 504 and 508 of the Rehabilitation Act of 1973;
- d. Provide clear connections to cognitive science and research that grounds effective literacy instruction and the importance of High-Quality Instructional Materials;
- e. Include supports for adult mastery, including checks for understanding, mastery building, and conceptual reinforcement and shall be evident in materials and course outlines.
- f. No materials and/or instructional approaches shall incorporate MSV (Cueing), Leveled Literacy practices, guided reading or workshop approaches, isolated skills practice, or teacher-developed resources.

A.10. The Contractor shall ensure that services provided under this Contract will not include use of any materials created to align exclusively with the Common Core State Standards or that are marketed or otherwise identified as Common Core textbooks or materials. No services or materials shall be provided that violate or would put the State or districts in violation of, the Common Core prohibitions in T.C.A. § 49-6-2206(b)(2)(A). The prohibition states: "A teacher or principal in a public school of this state shall not use or permit to be used in the person's school, whether as a supplement to the LEA's or school's adopted textbooks and instructional materials or otherwise, textbooks or instructional materials created to align exclusively with the Common Core State Standards or that are marketed as Common Core textbooks or materials. A teacher or principal in any of the public schools of this state shall not use or permit to be used in the person's school, whether as a supplement to the LEA's or school's adopted textbooks and instructional materials or otherwise, textbooks or instructional materials created to align exclusively with the Common Core State Standards or that are marketed or otherwise identified as Common Core textbooks or materials."

A.11. Delivery Deadlines:

The table below provides the anticipated delivery plan. The State reserves the right to modify the schedule, location, and capacity details as needed:

2024-2025 Trainings	Month of Delivery	Location	Total Capacity
Regional Convening	September 2024	East, Middle, West	600

Regional Convening	November 2024	East, Middle, West	600
Regional Convening	April 2025	East, Middle, West	600
Virtual Learning Sessions	August 2024	Virtual	800
Virtual Learning Sessions	October 2024	Virtual	800
Virtual Learning Sessions	February 2025	Virtual	800
Virtual Learning Sessions	May 2025	Virtual	800
Virtual Learning Sessions	June 2025	Virtual	800
Asynchronous Learning Module	August 2024	Self-Paced	Unlimited
Asynchronous Learning Module	October 2024	Self-Paced	Unlimited
Asynchronous Learning Module	December 2024	Self-Paced	Unlimited
Asynchronous Learning Module	February 2025	Self-Paced	Unlimited
Asynchronous Learning Module	April 2025	Self-Paced	Unlimited
Asynchronous Learning Module	June 2025	Self-Paced	Unlimited

<b>2025-2026 Trainings</b>	<b>Month of Delivery</b>	<b>Location</b>	<b>Total Capacity</b>
Regional Convening	September 2025	East, Middle, West	600
Regional Convening	November 2025	East, Middle, West	600
Regional Convening	April 2026	East, Middle, West	600
Virtual Learning Sessions	August 2025	Virtual	800
Virtual Learning Sessions	October 2025	Virtual	800
Virtual Learning Sessions	February 2026	Virtual	800
Virtual Learning Sessions	May 2026	Virtual	800
Virtual Learning Sessions	June 2026	Virtual	800
Asynchronous Learning Module	August 2025	Self-Paced	Unlimited
Asynchronous Learning Module	October 2025	Self-Paced	Unlimited
Asynchronous Learning Module	December 2025	Self-Paced	Unlimited
Asynchronous Learning Module	February 2026	Self-Paced	Unlimited
Asynchronous Learning Module	April 2026	Self-Paced	Unlimited
Asynchronous Learning Module	June 2026	Self-Paced	Unlimited

A.12. Early Literacy Network Learning Walks

The Contractor shall lead a Learning Walk in each of the eight (8) CORE Regions three (3) times a school year and collect IPG data. The Contractor shall gather all data and present the data, including individual school, district, region, and state trends.

The calendar of Learning Walkthrough and IPG data reporting is listed below. The State reserves the right to modify the schedule, location, and capacity details as needed:

<b>2024-2025 Learning Walk Window</b>	<b>Region</b>	<b>Number of Classrooms</b>	<b>Data Due from the Contractor</b>
August 1 - September 30, 2024	All 8 Regions	10-20	October 15, 2024
November 15, 2024 - February 15, 2025	All 8 Regions	10-20	March 1, 2025
April 1 - May 30, 2025	All 8 Regions	10-20	June 15, 2025
<b>2025-2026 Learning Walk Window</b>	<b>Region</b>	<b>Number of Classrooms</b>	<b>Data Due from the Contractor</b>
August 1 - September 30, 2025	All 8 Regions	10-20	October 15, 2025
November 15, 2025 - February 15, 2026	All 8 Regions	10-20	March 1, 2026
April 1 - May 30, 2026	All 8 Regions	10-20	June 15, 2026

A.13. IPG Data Collection

The Contractor shall provide data divided per classroom labeled by number (classroom 1), district by name, and region by name. Trends in all areas and in combination, as well as state-wide data with trends on each indicator of the Tennessee Foundational Skills IPG and the Tennessee Knowledge Building IPG.

A.14. Logistics Management

a. Administrative Tasks:

The Contractor shall perform administrative tasks for the Early Literacy Network, but not limited to, printing and distribution of materials; pre-registration, on-site registration, and check-in; tracking of attendance, and other tasks as requested by the State. The State will recruit Participants, secure Regional Convening sites, and identify a point of contact for the Contractor to work with at each site. The Contractor shall provide the State with administrative support necessary for successful completion of these tasks, including timely communication with the State and coordination with other contractors as necessary and as authorized by the State.

b. Contingency Plans:

The Contractor shall be responsible for developing and implementing contingency plans for delivery of Early Literacy Regional Convenings, which the State may invoke at its discretion (e.g., in the event of a local state of emergency due to a COVID-19 outbreak) and which the Contractor may invoke based on public health guidance (but not based solely on internal Contractor policy). Virtual delivery of training may be an acceptable contingency plan provided that it is Synchronous (i.e., in real time with instructor interaction). Contingency plans are subject to State approval and shall be implemented at no additional cost to the State.

A.15. Project Management

a. The Contractor shall respond to all State communications (e.g., all calls and emails) and school districts' communications (calls and emails) pertaining to training logistics, registration within two (2) business days.

b. Work Plan:

The Contractor shall submit a proposed Work Plan and course outlines within three (3) calendar days of execution of the Contract. The Contractor shall prepare, within five (5) calendar days of receiving the State's response and requested revisions, a revised Work Plan. The Work Plan shall incorporate the schedules for each activity required by this Contract. Specifically, the requirements for the Work Plan include the following:

- 1) The Work Plan shall outline by task and due date for each activity to be performed.
- 2) The Work Plan shall include course outlines for Regional Convenings, **Virtual Learning Sessions**, and Asynchronous learning modules including a proposed sequence of content and other details requested by the State for each.
- 3) The Work Plan shall indicate areas of responsibility for the Contractor and the State.
- 4) The Work Plan shall serve as a monitoring document to be used by the State to track and ensure timely completion of tasks as scheduled.
- 5) The Contractor shall meet all deadlines outlined in the Work Plan unless otherwise approved by the State.
- 6) The Work Plan shall include the following:
  - i. A content development section, logistics section, and process management section.
  - ii. All process steps and timelines for material development, proofing, response and revision rounds with the State, printing timeline, shipping and dissemination processes.
  - iii. All process steps and timeline for working with State-secured venues to plan logistics of trainings (e.g., parking directions for Participants, rooms and entrances to be used).
  - iv. Planning meeting schedule, agenda development, and location.
  - v. Any use of subcontractors, subject to State approval.
  - vi. Business processes and steps for all project work tasks and deliverables, including initiation and completion dates, and task responsibilities needed to deliver training and materials on time.
- 7) The Work Plan shall be delivered in a format as determined by the



State. Both the State and the Contractor shall have access to and the ability to track all dates in the Work Plan. Any changes to the Work Plan require approval in writing by the State.

- 8) The Contractor shall establish secure websites for use in maintaining the Work Plan or other communications, including but not limited to, posting materials for review with the State for contract management. The Work Plan and any related or supporting materials shall be considered delivered and final after written notification is given to the Contractor via email or other electronic methods by the State.
- 9) Work Plan Timeline:  
Deliverables shall be provided by the dates below, unless otherwise approved by the State. Any approved changes to the Work Plan Timeline will be made in writing by the State.

3 calendar days after Contract Effective Date	The Contractor shall provide the draft Work Plan and course outlines
8 weeks prior to content delivery, the Contractor shall submit all presentations and materials to the State to review.	The State will deliver a response and requested revisions within 5 days of receiving the presentation and materials.
5 days after State delivers a response and requested revisions on content-outlines	The Contractor shall deliver revised Work Plan to the State; The State provides the Contractor with a rubric detailing review criteria course content and materials.
5 days after State provides Contractor with rubric	The State delivers names and points of contact for all in-person sites to the Contractor; The Contractor shall deliver draft materials for the course.
5 days after State delivers a response and requested revisions on draft course materials	The Contractor shall deliver final course materials to the State.
5 days after the Contractor delivers services, the Contractor shall submit all Participant responses	The State will review the Participant responses and follow up with Participants.

c. **Management Meetings:**

The Contractor shall attend at least one (1) weekly management meeting between the Contractor and the State. These management meetings shall include a review of the key activities, deliverables, and dates and provide an opportunity to discuss task progress and status. During content planning, management meetings shall occur at least one (1) time per day or as deemed necessary by the State. The meeting can be virtual or in person at the State's

offices in Nashville, Tennessee, at the discretion of the State.

- d. The State shall have the opportunity to review and approve all goods, services, or deliverables provided under this Contract. The State reserves the right to determine specific details of goods, services, or deliverables under this Contract. Changes to any goods, services, or deliverables provided by the Contractor under this Contract shall only be made with State's written approval. The Contractor shall not disseminate any written information, materials, or deliverables associated with this Contract to the field, public, or any other third party without the State's prior written approval. All modifications or corrections of goods, services, or deliverables shall be at the Contractor's sole cost and expense.
- e. The Contractor shall incorporate State responses and requested revisions and input into plans, activities, and deliverables on agreed-upon timelines.
- f. Project Team:  
The Contractor shall provide the State with a project team to support implementing the scope of work defined in this Contract, including the delivery of training, venue management, materials distribution onsite, and registration and attendance data reporting.
  - 1) The Contractor shall assign a single point of contact to manage all inquiries related to materials, training, and technical assistance required for this Contract. This point of contact shall have experience leading trainings on a similar scale as the described training in Section A.5. and shall have the authority to bind the Contractor.
  - 2) The Contractor's team members assigned to this Contract must have, at a minimum, the necessary technical experience, knowledge, and operational experience in the following areas:
    - i. Managing or coordinating the development and execution of large-scale projects similar to the planned training;
    - ii. Communicating effectively orally and in writing;
    - iii. Implementing large-scale, multi-week, multi-session trainings on effective foundational literacy practices and High-Quality Instructional Materials; and
    - iv. Working knowledge of the Tennessee State Standards for English Language Arts and High-Quality Instructional Materials approved for adoption in English Language Arts in Tennessee.
- g. As requested by the State, the Contractor shall provide a personnel roster and resumes of key people who shall be assigned to perform duties or services under this Contract. The roster shall indicate the annual full-time equivalent ("FTE") of each of the key people proposed for this Contract, by year. The State reserves the right to reject key personnel proposed for the project team for lack of technical qualifications for their proposed role in the project.
  - 1) The Contractor shall not remove, reassign, or reduce FTE responsibility for any key personnel without prior written notification to and approval by the State.
  - 2) The Contractor shall provide qualified replacements in the event that key personnel become unavailable to provide services at the levels specified in the Contract due to resignation, illness, or other factors affecting availability. The Contractor shall provide the State with written notice immediately upon determination of the need for replacement personnel. The Contractor shall also provide the State with written notification and the resumes or vitae of all replacement personnel proposed for the project

team. The State reserves the right to reject key replacement personnel proposed for the project team for lack of technical qualifications for their proposed role in the project.

#### h. Continuity of Contracts

The Contractor shall:

- 1) Participate in joint meetings with other State contractors or other groups identified by the State as needed. Participation shall include preparation of support materials and other documentation.
- 2) Cooperate fully with the State and any future contractor designated by the State, in the event that part or all of the services under this Contractor are transitioned to a new contractor or to the State. The Contractor shall provide a transition plan, including essential data, materials, or other documentation a future contractor would need to implement similar responsibilities to those required of the Contractor under this Contract.
- 3) Work with any State-appointed contractor in the handling of any Participant attendance, course completion, and survey data to support any reporting or other activities as requested by the State.

#### A.16. Quality Control and Assurance

The Contractor shall provide accurate, consistent, timely fulfillment of all requirements in this Contract. As part of the Work Plan described in Section A.8.b., the Contractor shall provide comprehensive and detailed plans for quality assurance specific to these trainings, including error correction and mitigation strategies in the case of defective, inconsistent or late delivery.

##### a. Quality Control:

The Contractor shall provide detailed, standardized, quality control procedures for review and approval by the State. Approved quality control procedures shall be included in the Work Plan for each course and associated materials. The Contractor shall provide quality control measures including but not limited to the following:

- 1) A written proposal for a comprehensive check that all content has been created and presented in print and digital versions and is rendered error-free in all versions. Subsequently, a written report documenting successful completion of the comprehensive check must be produced by the Contractor upon completion of each Regional Convening and **Virtual Learning Sessions**, and Asynchronous Learning Module.
- 2) A plan approved by the State for monitoring and maintaining the quality of printed materials, and their timely and accurate delivery.

##### b. Error Correction:

Upon notification by the State, or otherwise becoming aware of errors, the Contractor shall be responsible for correcting any errors in goods, services, or deliverables at the Contractor's expense, arising from activities that are the responsibility of the Contractor including but not limited to, print errors, late or incorrect delivery of print materials, or late, inaccurate, incomplete or inconsistent rosters or attendance data. Such corrections may involve activities that include but are not limited to the following:

- 1) Analyses to identify the root cause and extent of errors;

- 2) Editing, revising, reproducing, or reprinting materials; and
- 3) Reproducing corrected materials.
- c. The Contractor shall provide documentation to the State of the procedures and results of the Contractor's Quality Assurance and error correction activities within five (5) business days of the error. The Contractor shall include a summary report after completion of Early Literacy Network learning opportunities (Regional Convenings, **Virtual Learning Sessions**, Asynchronous Learning Modules).
- A.17. All work products developed or produced by the Contractor under this Contract shall constitute "works made for hire" or have similar status under relevant intellectual property law. The State shall have full, final, and perpetual ownership rights to all work products or other content and materials customized by the Contractor for the State under this Contract. The Contractor shall ensure that the State has perpetual, royalty-free licensing rights to any off-the-shelf content and training materials to which the Contractor, or any third party, has preexisting intellectual property ownership rights. At no cost to the State, the Contractor shall obtain and provide any necessary intellectual property licenses or permissions to use materials provided or used under this Contract in perpetuity. Unless indicated otherwise, the following statement should be provided on all products: *Permission is granted to the public to access and use this for non-commercial educational purposes, with attribution to © Tennessee Department of Education.*
- A.18. Score Card  
The State will utilize a Score Card with Key Performance Indicators ("KPIs") to measure the Contractor's performance against expected outcomes. The Score Card and KPIs will be utilized to evaluate the Contractor's performance for the purpose of determining the percentage to be paid (payment rate) to the Contractor as set forth in Section C.3. of this Contract. The State will give notice to the Contractor of the results of the Scorecard on or before the fifteenth (15th) day following the end of each calendar year during the Contract Term (e.g., if the calendar year ends June 30 the State shall give notices to the Contractor by July 15th, etc.) The parties agree to an annual true-up of the compensation due to the Contractor in Section C.3. of this Contract within thirty (30) days of the notices of Scorecard results, whereby the Contractor's compensation will be adjusted in accordance with the score card results. The State reserves the right to exercise any other rights available to it under this Contract or at law or equity in lieu of reductions under this Section.

**Draft Materials for Regional Convenings, **Virtual Learning Sessions**, and Asynchronous Learning Modules**

Metric/KPI	Payment Rate	Documentation Method	Scope Reference
Materials that are submitted to State that meet at least 85% of expected criteria (as defined by a rubric to be provided to Contractor by State within 14 days of Contract Effective Date as specified in Section A.15.. - Work Plan Timeline).	1.0	<ul style="list-style-type: none"> <li>• Approved Work Plan</li> <li>• Written response and requested revisions from State using provided criteria</li> </ul>	Sections A.4, A.5, A.6 - Early Literacy Network Course Materials

Materials that are submitted to State that meet 60-84% of expected criteria (as defined by a rubric to be provided to Contractor by State within 14 days of Contract Effective Date as specified in Section A.15.. - Work Plan Timeline).	0.7		
Materials that are submitted to the State that meet fewer than 60% of expected criteria (as defined by a rubric to be provided to Contractor by State within 14 days of Contract Effective Date as specified in Section A.15.. - Work Plan Timeline).	0.0		

**Final Materials for Regional Convenings, **Virtual Learning Sessions**, and Asynchronous Learning Modules**

Metric/KPI	Payment Rate	Documentation Method	Scope Reference
Materials that are submitted to State that meet 100% of expected criteria (as defined by a rubric to be provided to Contractor by State within 14 days of Contract Effective Date as specified in Section A.15.. - Work Plan Timeline)	1.0	<ul style="list-style-type: none"> <li>Approved Work Plan</li> <li>Written response and requested revisions from State using provided criteria</li> </ul>	Sections A.4, A.5, A.6. - Early Literacy Network Course Materials
Materials that are submitted to State that meet 70-99% of expected criteria (as defined by a rubric to be provided to Contractor by State within 14 days of Contract Effective Date as specified in Section A.15.. - Work Plan Timeline)	0.7		
Materials that are submitted to State that meet fewer than 70% of expected criteria (as defined by a rubric to be provided to Contractor by State within 14 days of Contract Effective Date as specified in Section A.15.. - Work Plan Timeline)	0.0		

## Project Management

Issue/Metric	Payment Rate	Documentation Method	Scope Reference
Contractor responds to State communications (e.g., calls, emails) within 2 business days 100% of the time; AND Contractor incorporates State responses and requested revisions and input into plans, activities, and deliverables on agreed-upon timelines at least 91% of the time or more.	1.0	<ul style="list-style-type: none"> <li>• Approved Work Plan</li> <li>• Written communication between Contractor and State (e.g., email requests and responses)</li> </ul>	Section A.15. - Project Management
Contractor responds to State communications (e.g., calls, emails) within 2 business days 99% of the time or less; OR Contractor incorporates State responses and requested revisions and input into plans, activities, and deliverables on agreed-upon timelines at least 91% of the time or more.	0.7		
Contractor responds to State communications (e.g., calls, emails) within 2 business days 99% of the time or less; AND Contractor incorporates State responses and requested revisions and input into plans, activities, and deliverables on agreed-upon timelines less than 90% of the time.	0.0		

- A.19. ADA Compliance. The Contractor shall ensure that all work products provided under this Contract are compliant with state and federal requirements relating to accessibility, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
- A.20. Data Ownership and Usage. All data, information and metadata collected by the Contractor, furnished by the State or districts to the Contractor, or collected by the Contractor in the course of the performance of work under this Contract shall be and remain the property of the State (unless otherwise specified by the State), and the Contractor shall neither have nor acquire any rights, title, interest or licenses therein by virtue of this Contract, excepting only a limited license to use the data for purposes reasonably required for the performance of duties under this Contract and subject to confidentiality law, policy, and requirements with respect to the data. Use of State data for any purpose, including research, not explicitly stated herein must be submitted for State review and approval.
- A.21. Warranty. Contractor represents and warrants that the term of the warranty (“Warranty Period”) shall be the greater of the Term of this Contract or any other warranty generally offered by Contractor, its suppliers, or manufacturers to customers of its goods or services. The goods or services provided under this Contract shall conform to the terms and conditions of this Contract throughout the Warranty Period. Any nonconformance of the goods or services to the terms and conditions of this Contract shall constitute a “Defect” and shall be considered “Defective.” If Contractor receives notice of a Defect during the Warranty Period, then Contractor shall correct the Defect, at no additional charge.

Contractor represents and warrants that the State is authorized to possess and use all equipment, materials, software, and deliverables provided under this Contract.

Contractor represents and warrants that all goods or services provided under this Contract shall be provided in a timely and professional manner, by qualified and skilled individuals, and in conformity with standards generally accepted in Contractor's industry.

If Contractor fails to provide the goods or services as warranted, then Contractor will re-provide the goods or services at no additional charge. If Contractor is unable or unwilling to re-provide the goods or services as warranted, then the State shall be entitled to recover the fees paid to Contractor for the Defective goods or services. Any exercise of the State's rights under this Section shall not prejudice the State's rights to seek any other remedies available under this Contract or applicable law.

- A.22. Inspection and Acceptance. The State shall have the right to inspect all goods or services provided by the Contractor under this Contract. If, upon inspection, the State determines that the goods or services are Defective, the State shall notify Contractor, and Contractor shall re-deliver the goods or provide the services at no additional cost to the State. If after a period of thirty (30) days following delivery of goods or performance of services the State does not provide a notice of any Defects, the goods or services shall be deemed to have been accepted by the State.

**B. TERM OF CONTRACT:**

- B.1. This Contract shall be effective for the period beginning on **DATE** ("Effective Date") and ending on **DATE**, ("Term"). The State shall have no obligation for goods delivered or services provided by the Contractor prior to the Effective Date.
- B.2. Renewal Options. This Contract may be renewed upon satisfactory completion of the Term. The State reserves the right to execute up to three (3) renewal options under the same terms and conditions for a period not to exceed twelve (12) months each by the State, at the State's sole option. In no event, however, shall the maximum Term, including all renewals or extensions, exceed a total of sixty (60) months.
- B.3. Term Extension. The State may extend the Term an additional period of time, not to exceed one hundred-eighty (180) days beyond the expiration date of this Contract, under the same terms and conditions, at the State's sole option. In no event, however, shall the maximum Term, including all renewals or extensions, exceed a total of sixty (60) months.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed **WRITTEN DOLLAR AMOUNT (\$AMOUNT)** ("Maximum Liability"). This Contract does not grant the Contractor any exclusive rights. The State does not guarantee that it will buy any minimum quantity of goods or services under this Contract. Subject to the terms and conditions of this Contract, the Contractor will only be paid for goods or services provided under this Contract after a purchase order is issued to Contractor by the State or as otherwise specified by this Contract.
- C.2. Compensation Firm. The payment methodology in Section C.3. of this Contract shall constitute the entire compensation due the Contractor for all goods or services provided under this Contract regardless of the difficulty, materials or equipment required. The payment methodology includes all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Contractor.

C.3. Payment Methodology. The Contractor shall be compensated based on the payment methodology for goods or services authorized by the State in a total amount as set forth in Section C.1.

- a. The Contractor's compensation shall be contingent upon the satisfactory provision of goods or services as set forth in Section A.
- b. The Contractor shall be compensated based upon the following payment methodology:

<b>Goods or Services Description</b>	<b>Amount</b> (per compensable increment)
Regional Convenings (Content)	\$AMOUNT / each
Regional Convenings (Facilitation)	\$AMOUNT / each
<b>Virtual Learning Sessions</b> (Content)	\$AMOUNT / each
<b>Virtual Learning Sessions</b> (Facilitation)	\$AMOUNT / each
Core Regional Learning Walks	\$AMOUNT / each
Asynchronous Learning Module Sessions	\$AMOUNT / each

C.4. Travel Compensation. The Contractor shall not be compensated or reimbursed for travel time, travel expenses, meals, or lodging.

C.5. Invoice Requirements. The Contractor shall invoice the State only for goods delivered and accepted by the State or services satisfactorily provided at the amounts stipulated in Section C.3., above. Contractor shall submit invoices and necessary supporting documentation, no more frequently than once a month, and no later than thirty (30) days after goods or services have been provided to the following address:

Lacey Noel, Operations & Logistics Manager  
 Academic & Instructional Strategy Division  
 Tennessee Department of Education  
 701 James Robertson Parkway  
 Nashville, TN 37243  
[Lacey.Noel@tn.gov](mailto:Lacey.Noel@tn.gov)

- a. Each invoice, on Contractor's letterhead, shall clearly and accurately detail all of the following information (calculations must be extended and totaled correctly):
  - (1) Invoice number (assigned by the Contractor);
  - (2) Invoice date;
  - (3) Contract number (assigned by the State);
  - (4) Customer account name: Tennessee Department of Education; Academic Strategy
  - (5) Customer account number (assigned by the Contractor to the above-referenced Customer);
  - (6) Contractor name;
  - (7) Contractor Tennessee Edison registration ID number;
  - (8) Contractor contact for invoice questions (name, phone, or email);
  - (9) Contractor remittance address;



- (10) Description of delivered goods or services provided and invoiced, including identifying information as applicable;
- (11) Number of delivered or completed units, increments, hours, or days as applicable, of each good or service invoiced;
- (12) Applicable payment methodology (as stipulated in Section C.3.) of each good or service invoiced;
- (13) Amount due for each compensable unit of good or service; and
- (14) Total amount due for the invoice period.

b. Contractor's invoices shall:

- (1) Only include charges for goods delivered or services provided as described in Section A and in accordance with payment terms and conditions set forth in Section C;
- (2) Only be submitted for goods delivered or services completed and shall not include any charge for future goods to be delivered or services to be performed;
- (3) Not include Contractor's taxes, which includes without limitation Contractor's sales and use tax, excise taxes, franchise taxes, real or personal property taxes, or income taxes; and
- (4) Include shipping or delivery charges only as authorized in this Contract.

c. The timeframe for payment (or any discounts) begins only when the State is in receipt of an invoice that meets the minimum requirements of this Section C.5.

C.6. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any payment, invoice, or other matter. A payment by the State shall not be construed as acceptance of goods delivered, any part of the services provided, or as approval of any amount invoiced.

C.7. Invoice Reductions. The Contractor's invoice shall be subject to reduction for amounts included in any invoice or payment that is determined by the State, on the basis of audits conducted in accordance with the terms of this Contract, to not constitute proper compensation for goods delivered or services provided.

C.8. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Contractor under this or any contract between the Contractor and the State of Tennessee, any amounts that are or shall become due and payable to the State of Tennessee by the Contractor.

C.9. Prerequisite Documentation. The Contractor shall not invoice the State under this Contract until the State has received the following, properly completed documentation.

- a. The Contractor shall complete, sign, and present to the State the "Authorization Agreement for Automatic Deposit Form" provided by the State. By doing so, the Contractor acknowledges and agrees that, once this form is received by the State, payments to the Contractor, under this or any other contract the Contractor has with the State of Tennessee, may be made by ACH; and
- b. The Contractor shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Contractor's Federal Employer Identification Number or Social Security Number referenced in the Contractor's Edison registration information.

**D. MANDATORY TERMS AND CONDITIONS:**

D.1. Required Approvals. The State is not bound by this Contract until it is duly approved by the Parties and all appropriate State officials in accordance with applicable Tennessee laws and regulations. Depending upon the specifics of this Contract, this may include approvals by the

Commissioner of Finance and Administration, the Commissioner of Human Resources, the Comptroller of the Treasury, and the Chief Procurement Officer. Approvals shall be evidenced by a signature or electronic approval.

- D.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective Party at the appropriate mailing address, facsimile number, or email address as stated below or any other address provided in writing by a Party.

The State:

Christy Wall, Assistant Commissioner  
Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243  
Christy.Wall@tn.gov  
(629) 259-1402

The Contractor:

**Contractor Contact Name & Title**  
**Contractor Name**  
**Address**  
**Email Address**  
**(###) ###-####**

All instructions, notices, consents, demands, or other communications shall be considered effective upon receipt or recipient confirmation as may be required.

- D.3. Modification and Amendment. This Contract may be modified only by a written amendment signed by all Parties and approved by all applicable State officials.
- D.4. Subject to Funds Availability. The Contract is subject to the appropriation and availability of State or federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Contract upon written notice to the Contractor. The State's exercise of its right to terminate this Contract shall not constitute a breach of Contract by the State. Upon receipt of the written notice, the Contractor shall cease all work associated with the Contract. If the State terminates this Contract due to lack of funds availability, the Contractor shall be entitled to compensation for all conforming goods requested and accepted by the State and for all satisfactory and authorized services completed as of the termination date. Should the State exercise its right to terminate this Contract due to unavailability of funds, the Contractor shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages of any description or amount.
- D.5. Termination for Convenience. The State may terminate this Contract for convenience without cause and for any reason. The State shall give the Contractor at least thirty (30) days written notice before the termination date. The Contractor shall be entitled to compensation for all conforming goods delivered and accepted by the State or for satisfactory, authorized services completed as of the termination date. In no event shall the State be liable to the Contractor for compensation for any goods neither requested nor accepted by the State or for any services neither requested by the State nor satisfactorily performed by the Contractor. In no event shall the State's exercise of its right to terminate this Contract for convenience relieve the Contractor of any liability to the State for any damages or claims arising under this Contract.

- D.6. Termination for Cause. If the Contractor fails to properly perform its obligations under this Contract in a timely or proper manner, or if the Contractor materially violates any terms of this Contract ("Breach Condition"), the State shall have the right to immediately terminate the Contract and withhold payments in excess of compensation for completed services or provided goods. Notwithstanding the above, the Contractor shall not be relieved of liability to the State for damages sustained by virtue of any Breach Condition and the State may seek other remedies allowed at law or in equity for breach of this Contract.
- D.7. Assignment and Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without the prior written approval of the State. Notwithstanding any use of the approved subcontractors, the Contractor shall be the prime contractor and responsible for compliance with all terms and conditions of this Contract. The State reserves the right to request additional information or impose additional terms and conditions before approving an assignment of this Contract in whole or in part or the use of subcontractors in fulfilling the Contractor's obligations under this Contract.
- D.8. Conflicts of Interest. The Contractor warrants that no part of the Contractor's compensation shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed under this Contract.

The Contractor acknowledges, understands, and agrees that this Contract shall be null and void if the Contractor is, or within the past six (6) months has been, an employee of the State of Tennessee or if the Contractor is an entity in which a controlling interest is held by an individual who is, or within the past six (6) months has been, an employee of the State of Tennessee.

- D.9. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, creed, color, religion, sex, national origin, or any other classification protected by federal or state law. The Contractor shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.10. Prohibition of Illegal Immigrants. The requirements of Tenn. Code Ann. § 12-3-309 addressing the use of illegal immigrants in the performance of any contract to supply goods or services to the state of Tennessee, shall be a material provision of this Contract, a breach of which shall be grounds for monetary and other penalties, up to and including termination of this Contract.
- a. The Contractor agrees that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract. The Contractor shall reaffirm this attestation by submitting to the State a completed Attestation (accessible through the Edison Supplier Portal) and included at Attachment A, semi-annually during the Term. If the Contractor is a party to more than one contract with the State, the Contractor may submit one attestation that applies to all contracts with the State. All Contractor attestations shall be maintained by the Contractor and made available to State officials upon request.
  - b. Prior to the use of any subcontractor in the performance of this Contract, and semi-annually thereafter, during the Term, the Contractor shall obtain and retain a current, written attestation that the subcontractor shall not knowingly utilize the services of an illegal immigrant to perform work under this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant to perform work under this Contract. Attestations obtained from subcontractors shall be maintained by the Contractor and made available to State officials upon request.

- c. The Contractor shall maintain records for all personnel used in the performance of this Contract. Contractor's records shall be subject to review and random inspection at any reasonable time upon reasonable notice by the State.
  - d. The Contractor understands and agrees that failure to comply with this section will be subject to the sanctions of Tenn. Code Ann. § 12-3-309 for acts or omissions occurring after its effective date.
  - e. For purposes of this Contract, "illegal immigrant" shall be defined as any person who is not: (i) a United States citizen; (ii) a Lawful Permanent Resident; (iii) a person whose physical presence in the United States is authorized; (iv) allowed by the federal Department of Homeland Security and who, under federal immigration laws or regulations, is authorized to be employed in the U.S.; or (v) is otherwise authorized to provide services under the Contract.
- D.11. Records. The Contractor shall maintain documentation for all charges under this Contract. The books, records, and documents of the Contractor, for work performed or money received under this Contract, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the State, the Comptroller of the Treasury, or their duly appointed representatives. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.12. Monitoring. The Contractor's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.13. Progress Reports. The Contractor shall submit brief, periodic, progress reports to the State as requested.
- D.14. Strict Performance. Failure by any Party to this Contract to require, in any one or more cases, the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the Parties.
- D.15. Independent Contractor. The Parties shall not act as employees, partners, joint venturers, or associates of one another. The Parties are independent contracting entities. Nothing in this Contract shall be construed to create an employer/employee relationship or to allow either Party to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one Party are not employees or agents of the other Party.
- D.16. Patient Protection and Affordable Care Act. The Contractor agrees that it will be responsible for compliance with the Patient Protection and Affordable Care Act ("PPACA") with respect to itself and its employees, including any obligation to report health insurance coverage, provide health insurance coverage, or pay any financial assessment, tax, or penalty for not providing health insurance. The Contractor shall indemnify the State and hold it harmless from any costs to the State arising from Contractor's failure to fulfill its PPACA responsibilities for itself or its employees.
- D.17. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Contract. In no event will the State be liable to the Contractor or any other party for any lost revenues, lost profits, loss of business, decrease in the value of any securities or cash position, time, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Contract or otherwise. The State's total liability under this Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability. This limitation of liability is cumulative and not per incident.

D.18. Limitation of Contractor's Liability. In accordance with Tenn. Code Ann. § 12-3-701, the Contractor's liability for all claims arising under this Contract shall be limited to an amount equal to two (2) times the Maximum Liability amount detailed in Section C.1. and as may be amended, PROVIDED THAT in no event shall this Section limit the liability of the Contractor for: (i) intellectual property or any Contractor indemnity obligations for infringement for third-party intellectual property rights; (ii) any claims covered by any specific provision in the Contract providing for liquidated damages; or (iii) any claims for intentional torts, criminal acts, fraudulent conduct, or acts or omissions that result in personal injuries or death. For clarity, except as otherwise expressly set forth in this Section, Contractor's indemnification obligations and other remedies available under this Contract are subject to the limitations on liability set forth in this Section.

D.19. Hold Harmless. The Contractor agrees to indemnify and hold harmless the State of Tennessee as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Contract. The Contractor further agrees it shall be liable for the reasonable cost of attorneys' fees, court costs, expert witness fees, and other litigation expenses for the State to enforce the terms of this Contract.

In the event of any suit or claim, the Parties shall give each other immediate notice and provide all necessary assistance to respond. The failure of the State to give notice shall only relieve the Contractor of its obligations under this Section to the extent that the Contractor can demonstrate actual prejudice arising from the failure to give notice. This Section shall not grant the Contractor, through its attorneys, the right to represent the State in any legal matter, as the right to represent the State is governed by Tenn. Code Ann. § 8-6-106.

D.20. HIPAA Compliance. The State and Contractor shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Health Information Technology for Economic and Clinical Health ("HITECH") Act and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Contract.

- a. Contractor warrants to the State that it is familiar with the requirements of the Privacy Rules, and will comply with all applicable requirements in the course of this Contract.
- b. Contractor warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of the Contract so that both parties will be in compliance with the Privacy Rules.
- c. The State and the Contractor will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and Contractor in compliance with the Privacy Rules. This provision shall not apply if information received or delivered by the parties under this Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the parties to receive or deliver the information without entering into a business associate agreement or signing another document.
- d. The Contractor will indemnify the State and hold it harmless for any violation by the Contractor or its subcontractors of the Privacy Rules. This includes the costs of responding to a breach of protected health information, the costs of responding to a government enforcement action related to the breach, and any fines, penalties, or damages paid by the State because of the violation.

D.21. Tennessee Consolidated Retirement System. Subject to statutory exceptions contained in Tenn. Code Ann. §§ 8-36-801, *et seq.*, the law governing the Tennessee Consolidated Retirement

System (“TCRS”), provides that if a retired member of TCRS, or of any superseded system administered by TCRS, or of any local retirement fund established under Tenn. Code Ann. §§ 8-35-101, *et seq.*, accepts State employment, the member’s retirement allowance is suspended during the period of the employment. Accordingly and notwithstanding any provision of this Contract to the contrary, the Contractor agrees that if it is later determined that the true nature of the working relationship between the Contractor and the State under this Contract is that of “employee/employer” and not that of an independent contractor, the Contractor, if a retired member of TCRS, may be required to repay to TCRS the amount of retirement benefits the Contractor received from TCRS during the Term.

- D.22. Tennessee Department of Revenue Registration. The Contractor shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Contract.
- D.23. Debarment and Suspension. The Contractor certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
  - b. have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
  - d. have not within a three (3) year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Contractor shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded, disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.24. Force Majeure. “Force Majeure Event” means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the Party except to the extent that the non-performing Party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either Party from its obligations under this Contract. Except as set forth in this Section, any failure or delay by a Party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a default under this Contract or grounds for termination. The non-performing Party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the Party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Contractor’s representatives, suppliers, subcontractors, customers or business apart from this Contract is not a Force Majeure Event under this Contract. Contractor will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Contractor’s performance longer than forty-eight (48) hours, the State may, upon notice to Contractor: (a)

cease payment of the fees for the affected obligations until Contractor resumes performance of the affected obligations; or (b) immediately terminate this Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Contractor will not increase its charges under this Contract or charge the State any fees other than those provided for in this Contract as the result of a Force Majeure Event.

- D.25. State and Federal Compliance. The Contractor shall comply with all State and federal laws and regulations applicable to Contractor in the Contractor's performance of this Contract.
- D.26. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Tennessee Claims Commission or the state or federal courts in Tennessee shall be the venue for all claims, disputes, or disagreements arising under this Contract. The Contractor acknowledges and agrees that any rights, claims, or remedies against the State of Tennessee or its employees arising under this Contract shall be subject to and limited to those rights and remedies available under Tenn. Code Ann. §§ 9-8-101 - 408.
- D.27. Entire Agreement. This Contract is complete and contains the entire understanding between the Parties relating to its subject matter, including all the terms and conditions of the Parties' agreement. This Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the Parties, whether written or oral.
- D.28. Severability. If any terms and conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions of this Contract shall not be affected and shall remain in full force and effect. The terms and conditions of this Contract are severable.
- D.29. Headings. Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.
- D.30. Incorporation of Additional Documents. Each of the following documents is included as a part of this Contract by reference. In the event of a discrepancy or ambiguity regarding the Contractor's duties, responsibilities, and performance under this Contract, these items shall govern in order of precedence below:
- a. any amendment to this Contract, with the latter in time controlling over any earlier amendments;
  - b. this Contract with any attachments or exhibits (excluding the items listed at subsections c. through f., below), which includes Attachment A;
  - c. any clarifications of or addenda to the Contractor's proposal seeking this Contract;
  - d. the State solicitation, as may be amended, requesting responses in competition for this Contract;
  - e. any technical specifications provided to proposers during the procurement process to award this Contract; and
  - f. the Contractor's response seeking this Contract.
- D.31. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Contract. The Contractor certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.32. Insurance. Contractor shall maintain insurance coverage as specified in this Section. The State reserves the right to amend or require additional insurance coverage, coverage amounts, and endorsements required under this Contract. Contractor's failure to maintain or submit evidence of insurance coverage, as required, is a material breach of this Contract. If Contractor loses insurance coverage, fails to renew coverage, or for any reason becomes uninsured during the Term, Contractor shall immediately notify the State. All insurance companies providing coverage must be: (a) acceptable to the State; (b) authorized by the Tennessee Department of Commerce and Insurance ("TDCI"); and (c) rated A- / VII or better by A.M. Best. All coverage must be on a

primary basis and noncontributory with any other insurance or self-insurance carried by the State. Contractor agrees to name the State as an additional insured on any insurance policy with the exception of workers' compensation (employer liability) and professional liability (errors and omissions) insurance. All policies must contain an endorsement for a waiver of subrogation in favor of the State. Any deductible or self insured retention ("SIR") over fifty thousand dollars (\$50,000) must be approved by the State. The deductible or SIR and any premiums are the Contractor's sole responsibility. The Contractor agrees that the insurance requirements specified in this Section do not reduce any liability the Contractor has assumed under this Contract including any indemnification or hold harmless requirements.

To achieve the required coverage amounts, a combination of an otherwise deficient specific policy and an umbrella policy with an aggregate meeting or exceeding the required coverage amounts is acceptable. For example: If the required policy limit under this Contract is for two million dollars (\$2,000,000) in coverage, acceptable coverage would include a specific policy covering one million dollars (\$1,000,000) combined with an umbrella policy for an additional one million dollars (\$1,000,000). If the deficient underlying policy is for a coverage area without aggregate limits (generally Automobile Liability and Employers' Liability Accident), Contractor shall provide a copy of the umbrella insurance policy documents to ensure that no aggregate limit applies to the umbrella policy for that coverage area. In the event that an umbrella policy is being provided to achieve any required coverage amounts, the umbrella policy shall be accompanied by an endorsement at least as broad as the Insurance Services Office, Inc. (also known as "ISO") "Noncontributory—Other Insurance Condition" endorsement or shall be written on a policy form that addresses both the primary and noncontributory basis of the umbrella policy if the State is otherwise named as an additional insured.

Contractor shall provide the State a certificate of insurance ("COI") evidencing the coverages and amounts specified in this Section. The COI must be on a form approved by the TDCI (standard ACORD form preferred). The COI must list each insurer's National Association of Insurance Commissioners (NAIC) number and be signed by an authorized representative of the insurer. The COI must list the State of Tennessee – CPO Risk Manager, 312 Rosa L. Parks Ave., 3<sup>rd</sup> floor Central Procurement Office, Nashville, TN 37243 as the certificate holder. Contractor shall provide the COI ten (10) business days prior to the Effective Date and again thirty (30) calendar days before renewal or replacement of coverage. Contractor shall provide the State evidence that all subcontractors maintain the required insurance or that subcontractors are included under the Contractor's policy. At any time, the State may require Contractor to provide a valid COI. The Parties agree that failure to provide evidence of insurance coverage as required is a material breach of this Contract. If Contractor self-insures, then a COI will not be required to prove coverage. Instead Contractor shall provide a certificate of self-insurance or a letter, on Contractor's letterhead, detailing its coverage, policy amounts, and proof of funds to reasonably cover such expenses. The State reserves the right to require complete copies of all required insurance policies, including endorsements required by these specifications, at any time.

The State agrees that it shall give written notice to the Contractor as soon as practicable after the State becomes aware of any claim asserted or made against the State, but in no event later than thirty (30) calendar days after the State becomes aware of such claim. The failure of the State to give notice shall only relieve the Contractor of its obligations under this Section to the extent that the Contractor can demonstrate actual prejudice arising from the failure to give notice. This Section shall not grant the Contractor or its insurer, through its attorneys, the right to represent the State in any legal matter, as the right to represent the State is governed by Tenn. Code Ann. § 8-6-106.

**The insurance obligations under this Contract shall be: (1)—all the insurance coverage and policy limits carried by the Contractor; or (2)—the minimum insurance coverage requirements and policy limits shown in this Contract; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and minimum required policy limits, which are applicable to a given loss, shall be available to the State. No representation is made that the minimum insurance requirements of the Contract are sufficient to cover the obligations of the**



**Contractor arising under this Contract. The Contractor shall obtain and maintain, at a minimum, the following insurance coverages and policy limits.**

a. Commercial General Liability (“CGL”) Insurance

- 1) The Contractor shall maintain CGL, which shall be written on an ISO Form CG 00 01 occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from property damage, premises and operations products and completed operations, bodily injury, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Contractor shall maintain single limits not less than **one million dollars (\$1,000,000)** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this policy or location of occurrence or the general aggregate limit shall be twice the required occurrence limit.

b. Workers’ Compensation and Employer Liability Insurance

- 1) For Contractors statutorily required to carry workers’ compensation and employer liability insurance, the Contractor shall maintain:
  - i. Workers’ compensation in an amount not less than **one million dollars (\$1,000,000)** including employer liability of one million dollars (**\$1,000,000**) per accident for bodily injury by accident, **one million dollars (\$1,000,000)** policy limit by disease, and **one million dollars (\$1,000,000)** per employee for bodily injury by disease.
- 2) If the Contractor certifies that it is exempt from the requirements of Tenn. Code Ann. §§ 50-6-101 – 103, then the Contractor shall furnish written proof of such exemption for one or more of the following reasons:
  - i. The Contractor employs fewer than five (5) employees;
  - ii. The Contractor is a sole proprietor;
  - iii. The Contractor is in the construction business or trades with no employees;
  - iv. The Contractor is in the coal mining industry with no employees;
  - v. The Contractor is a state or local government; or
  - vi. The Contractor self-insures its workers’ compensation and is in compliance with the TDCI rules and Tenn. Code Ann. § 50-6-405.

c. Automobile Liability Insurance

- 1) The Contractor shall maintain automobile liability insurance which shall cover liability arising out of any automobile (including owned, leased, hired, and non-owned automobiles).
- 2) The Contractor shall maintain bodily injury/property damage with a limit not less than **one million dollars (\$1,000,000)** per occurrence or combined single limit.

d. Technology Professional Liability (Errors & Omissions)/Cyber Liability Insurance

- 1) The Contractor shall maintain technology professional liability (errors & omissions)/cyber liability insurance appropriate to the Contractor's profession in an amount not less than **ten million dollars (\$10,000,000)** per occurrence or claim and **ten million dollars (\$10,000,000)** annual aggregate, covering all acts, claims, errors, omissions, negligence, infringement of intellectual property (including copyright, patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, information theft, damage to destruction of or alteration of electronic information, breach of privacy perils, wrongful disclosure and release of private information, collection, or other negligence in the handling of confidential information, and including coverage for related regulatory fines, defenses, and penalties.
- 2) Such coverage shall include data breach response expenses, in an amount not less than **ten million dollars (\$10,000,000)** and payable whether incurred by the State or Contractor, including but not limited to consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services and expenses in the performance of services for the State or on behalf of the State hereunder.

e. Crime Insurance

- 1) The Contractor shall maintain crime insurance, which shall be written on a "loss sustained form" or "loss discovered form" providing coverage for third party fidelity, including cyber theft and extortion. The policy must allow for reporting of circumstances or incidents that may give rise to future claims, include an extended reporting period of no less than two (2) years with respect to events which occurred but were not reported during the term of the policy, and not contain a condition requiring an arrest or conviction.
- 2) Any crime insurance policy shall have a limit not less than **one million dollars (\$1,000,000)** per claim and **one million dollars (\$1,000,000)** in the aggregate. Any crime insurance policy shall contain a Social Engineering Fraud Endorsement with a limit of not less than **two hundred and fifty thousand dollars (\$250,000)**. This insurance may be written on a claims-made basis, but in the event that coverage is cancelled or non-renewed, the Contractor shall purchase an extended reporting or "tail coverage" of at least two (2) years after the Term.

D.33. Major Procurement Contract Sales and Use Tax. Pursuant to Tenn. Code Ann. § 4-39-102 and to the extent applicable, the Contractor and the Contractor's subcontractors shall remit sales and use taxes on the sales of goods or services that are made by the Contractor or the Contractor's subcontractors and that are subject to tax.

D.34. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Contractor by the State or acquired by the Contractor on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Contractor to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Contractor due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Contractor shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Contract.

- D.35. Boycott of Israel. The Contractor certifies that it is not currently engaged in, and covenants that it will not, for the duration of the Contract, engage in a Boycott of Israel, as that term is defined in Tenn. Code Ann. § 12-4-119.
- D.36. Prohibited Contract Terms. The prohibited contract terms and conditions enumerated in Tenn. Code Ann. § 12-3-515, shall be a material provision of this Contract. The Contractor acknowledges, understands, and agrees that the inclusion of a term or condition prohibited by Tenn. Code Ann. § 12-3-515, shall be null and void and the Contract shall be enforceable as if the Contract did not contain such term or condition.

**E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Contract, the special terms and conditions shall be subordinate to the Contract's other terms and conditions.
- E.2. State Ownership of Goods. The State shall have ownership, right, title, and interest in all goods provided by Contractor under this Contract including full rights to use the goods and transfer title in the goods to any third parties.
- E.3. Additional lines, items, or options. At its sole discretion, the State may make written requests to the Contractor to add **lines, items, or options** that are needed and within the Scope but were not included in the original Contract. Such **lines, items, or options** will be added to the Contract through a Memorandum of Understanding ("MOU"), not an amendment.
- a. After the Contractor receives a written request to add **lines, items, or options**, the Contractor shall have ten (10) business days to respond with a written proposal. The Contractor's written proposal shall include:
    - (1) The effect, if any, of adding the **lines, items, or options** on the other **goods or services** required under the Contract;
    - (2) Any pricing related to the new lines, items, or options;
    - (3) The expected effective date for the availability of the new **lines, items, or options**; and
    - (4) **Any additional information requested by the State.**
  - b. The State may negotiate the terms of the Contractor's proposal by requesting revisions to the proposal.
  - c. To indicate acceptance of a proposal, the State will sign it. The signed proposal shall constitute a MOU between the Parties, and the lines, items, or options shall be incorporated into the Contract as if set forth verbatim.
  - d. Only after a MOU has been executed shall the Contractor **perform or deliver the new lines, items, or options.**
- E.4. Extraneous Terms and Conditions. Contractor shall fill all orders submitted by the State under this Contract. No purchase order, invoice, or other documents associated with any sales, orders, or supply of any good or service under this Contract shall contain any terms or conditions other than as set forth in the Contract. Any such extraneous terms and conditions shall be void, invalid and unenforceable against the State. Any refusal by Contractor to supply any goods or services under this Contract conditioned upon the State submitting to any extraneous terms and conditions shall be a material breach of the Contract and constitute an act of bad faith by Contractor.
- E.5. Family Educational Rights and Privacy Act & Tennessee Data Accessibility, Transparency and Accountability Act. The Contractor shall comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g)) and its accompanying regulations (34 C.F.R. § 99) ("FERPA"). The Contractor warrants that the Contractor is familiar with FERPA requirements and that it will comply with these requirements in the performance of its duties under this Contract. The Contractor agrees to cooperate with the State, as required by FERPA, in the performance of its duties under this Contract. The Contractor agrees to maintain the confidentiality of all education

records and student information. The Contractor shall only use such records and information for the exclusive purpose of performing its duties under this Contract. The obligations set forth in this Section shall survive the termination of this Contract.

The Contractor shall also comply with Tenn. Code Ann. § 49-1-701, *et seq.*, known as the “Data Accessibility, Transparency and Accountability Act,” and any accompanying administrative rules or regulations (collectively “DATAA”). The Contractor agrees to maintain the confidentiality of all records containing student and de-identified data, as this term is defined in DATAA, in any databases, to which the State has granted the Contractor access, and to only use such data for the exclusive purpose of performing its duties under this Contract.

Any instances of unauthorized disclosure of data containing personally identifiable information in violation of FERPA or DATAA that come to the attention of the Contractor shall be reported to the State within twenty-four (24) hours. Contractor shall indemnify and hold harmless State, its employees, agents and representatives, from and against any and all claims, liabilities, losses, or causes of action that may arise, accrue, or result to any person or entity that is injured or damaged as a result of Contractor’s failure to comply with this section.

- E.6. State Furnished Property. The Contractor shall be responsible for the correct use, maintenance, and protection of all articles of nonexpendable, tangible personal property furnished by the State for the Contractor’s use under this Contract. Upon termination of this Contract, all property furnished by the State shall be returned to the State in the same condition as when received, less ordinary wear and tear. Should the property be destroyed, lost, or stolen, the Contractor shall be responsible to the State for the fair market value of the property at the time of loss.
- E.7. Prohibited Advertising or Marketing. The Contractor shall not suggest or imply in advertising or marketing materials that Contractor’s goods or services are endorsed by the State. The restrictions on Contractor advertising or marketing materials under this Section shall survive the termination of this Contract.
- E.8. Personally Identifiable Information. While performing its obligations under this Contract, Contractor may have access to Personally Identifiable Information held by the State (“PII”). For the purposes of this Contract, “PII” includes “Nonpublic Personal Information” as that term is defined in Title V of the Gramm-Leach-Bliley Act of 1999 or any successor federal statute, and the rules and regulations thereunder, all as may be amended or supplemented from time to time (“GLBA”) and personally identifiable information and other data protected under any other applicable laws, rule or regulation of any jurisdiction relating to disclosure or use of personal information (“Privacy Laws”). Contractor agrees it shall not do or omit to do anything which would cause the State to be in breach of any Privacy Laws. Contractor shall, and shall cause its employees, agents and representatives to: (i) keep PII confidential and may use and disclose PII only as necessary to carry out those specific aspects of the purpose for which the PII was disclosed to Contractor and in accordance with this Contract, GLBA and Privacy Laws; and (ii) implement and maintain appropriate technical and organizational measures regarding information security to: (A) ensure the security and confidentiality of PII; (B) protect against any threats or hazards to the security or integrity of PII; and (C) prevent unauthorized access to or use of PII. Contractor shall immediately notify State: (1) of any disclosure or use of any PII by Contractor or any of its employees, agents and representatives in breach of this Contract; and (2) of any disclosure of any PII to Contractor or its employees, agents and representatives where the purpose of such disclosure is not known to Contractor or its employees, agents and representatives. The State reserves the right to review Contractor’s policies and procedures used to maintain the security and confidentiality of PII and Contractor shall, and cause its employees, agents and representatives to, comply with all reasonable requests or directions from the State to enable the State to verify or ensure that Contractor is in full compliance with its obligations under this Contract in relation to PII. Upon termination or expiration of the Contract or at the State’s direction at any time in its sole discretion, whichever is earlier, Contractor shall immediately return to the State any and all PII which it has received under this Contract and shall destroy all records of such PII.

The Contractor shall report to the State any instances of unauthorized access to or potential disclosure of PII in the custody or control of Contractor (“Unauthorized Disclosure”) that come to the Contractor’s attention. Any such report shall be made by the Contractor within twenty-four (24) hours after the Unauthorized Disclosure has come to the attention of the Contractor. Contractor shall take all necessary measures to halt any further Unauthorized Disclosures. The Contractor, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals whose PII was affected by the Unauthorized Disclosure. The Contractor shall bear the cost of notification to all individuals affected by the Unauthorized Disclosure, including individual letters and public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to this State under this Contract or otherwise available at law. The obligations set forth in this Section shall survive the termination of this Contract.

**IN WITNESS WHEREOF,**

**CONTRACTOR LEGAL ENTITY NAME:**

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**CONTRACTOR SIGNATURE** **DATE**

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**PRINTED NAME AND TITLE OF CONTRACTOR SIGNATORY (above)**

**TENNESSEE DEPARTMENT OF EDUCATION:**

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**LIZZETTE REYNOLDS, COMMISSIONER** **DATE**

**ATTACHMENT A****ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE**

<b>SUBJECT CONTRACT NUMBER:</b>	TBD
<b>CONTRACTOR LEGAL ENTITY NAME:</b>	TBD
<b>EDISON VENDOR IDENTIFICATION NUMBER:</b>	TBD

**The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.**

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**CONTRACTOR SIGNATURE**

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor. Attach evidence documenting the individual's authority to contractually bind the Contractor, unless the signatory is the Contractor's chief executive or president.

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**PRINTED NAME AND TITLE OF SIGNATORY**

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**DATE OF ATTESTATION**