



STATE OF TENNESSEE  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

**REQUEST FOR PROPOSALS # 33701-72823  
AMENDMENT #1  
FOR ADULT EDUCATION MANAGEMENT  
INFORMATION SYSTEM**

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DATE: January 20, 2025

RFP # 33701-72823 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. **Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		November 27, 2024
2. Disability Accommodation Request Deadline	2:00 p.m.	December 3, 2024
3. Pre-response Conference	11:00 a.m.	December 4, 2024
4. Notice of Intent to Respond Deadline	2:00 p.m.	December 6, 2024
5. Written "Questions & Comments" Deadline	2:00 p.m.	December 11, 2024
6. State Response to Written "Questions & Comments"	2:00 p.m.	<b>December 20, 2025</b>
7. Response Deadline	2:00 p.m.	January 27, 2025
8. State Schedules Respondent Field Test	2:00 p.m.	March 4, 2025
9. Respondent Field Test	2:00 p.m.	March 10 - 17, 2025
10. State Completion of Technical Response Evaluations	2:00 p.m.	March 19, 2025
11. State Opening & Scoring of Cost Proposals	2:00 p.m.	March 20, 2025
12. Negotiations	2:00 p.m.	March 20 – April 3, 2025
13. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	April 4, 2025
14. End of Open File Period	2:00 p.m.	April 11, 2025
15. State sends contract to Contractor for signature	2:00 p.m.	April 14, 2025

16. Contractor Signature Deadline	2:00 p.m.	April 21, 2025
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**2. State responses to questions and comments below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comments shall NOT be construed as a change in the actual wording of the RFP document.

PAGE #	QUESTION / COMMENT	STATE RESPONSE
A.4. d.e	1. Please describe what is meant by Provider relationships & information.	Providers have staffing, locations, and students that must have the ability to be managed system-wide. By both the state staff and provider staff.
A.5.g	2. Please describe what it meant by Local individual program registrations.	Local programs systems that register students.
A.25. e and f	3. Please confirm that these are duplicate rows and do not both need to be addressed separately in the response.	This duplicate has been deleted.
A.27.o	4. Please list the TN State-approved load testing tools.	The contractor chooses the tool, but the State will approve prior to use.
A.28	5. Please provide a reference or link to what federal testing guidelines this requirement refers.	<a href="https://resources.data.gov/categories/guidance/">https://resources.data.gov/categories/guidance/</a>
A.30	6. Does the State use or plan to use a Single Sign-On (SSO) solution for user account management?	No.
	7. FY22/23 Participants for TN were 11,949; is that still the approximate number of participants being served?	We anticipate a YoY increase by about 3k participants.
	8. Will TN be seeking any project support assistance, such as data migration, organizational change management, testing services, or project management, which may assist State staff in support of this implementation project?	Yes, project management shall be provided by the State; ref. A.11 – A.17 in Pro-Forma
	9. Will TN be seeking any independent verification/validation services for this implementation project?	No, the State will validate.
	10. We respectfully request a 30-day extension to ensure the proper amount of time and attention for the preparation of a thorough response.	This extension request will not be granted.
Page 2 1.1.	11. You state in 1.1.2. "The State	Yes. We require a COTS system, and the bulk of the

PAGE #	QUESTION / COMMENT	STATE RESPONSE
	estimates the contract spend for the entire Term to be One Million One Hundred Thousand Dollars (\$1,100,000).” Does this amount include Implementation Fees?	work will be implementation and maintenance.
Page 3 A.6.	<b>12.</b> Please clarify the amount of time the Contractor has to complete the project and set up the AE system.	Up to 4 weeks for customization to Agency needs; As stated in A.7, bidders provide anticipated implementation time; 12 Months after implementation for bug fixes.
Page 13 A.29.	<b>13.</b> Can TN provide the approximate amount of Data to be converted and the number of data sources?	All systems for Federal Reporting Data. We will work on getting actual data size.
Page 18 and Cost Model	<p>Please clarify where Implementation Costs are to be entered. The cost model states “100% Total Implementation cost (Line 1)” and “Total Implementation Cost to be Paid in Increments per Section C.3.b.1. of the proforma contract, Phases 1-4”.</p> <p>Instructions are to ONLY complete yellow fields. There is not a “Line 1” for implementation costs and there is no Section C.3.b.1 in the proforma contract.</p>	<p>All potential fees shall be input under “Software Fee” cost items in the cost model.</p> <p>The cost item descriptions have been updated on cost model to include implementation.</p> <p>Pro Forma C.3.b. has been updated to include implementation under “Good or Services Description.”</p> <p>On the Cost Model, the references below have been removed:  “100% Total Implementation cost (Line 1)”  “Total Implementation Cost to be Paid in Increments per Section C.3.b.1. of the proforma contract, Phases 1-4”</p>

- 2. Delete RFP # 33701-72823, in its entirety, and replace it with RFP # 33701-72823, Release # 2, attached to this amendment.** Revisions of the original RFP document are emphasized within the new release. **Any sentence or paragraph containing revised or new text is highlighted.**
- 3. Delete Attachment Cost Proposal #33701-72823, in its entirety, and replace it with Cost Proposal # 33701-72823, Release #2, attached to this amendment.** **Any sentence or paragraph containing revised or new text is highlighted.**
- 4. RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.