



STATE OF TENNESSEE  
ECONOMIC AND COMMUNITY DEVELOPMENT

**REQUEST FOR PROPOSALS # 33007-10724  
AMENDMENT # 4  
FOR GOODS OR COMMUNITY DEVELOPMENT  
BLOCK GRANT**

**DATE: MAY 7, 2024**

**RFP # 33007-10724 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		April 1, 2024
2. Disability Accommodation Request Deadline		April 4, 2024
3. Pre-response Conference	1:00 p.m.	April 5, 2024
4. Notice of Intent to Respond Deadline	2:00 p.m.	April 8, 2024
5. Written "Questions & Comments" Deadline	2:00 p.m.	April 11, 2024
6. State Response to Written "Questions & Comments"		May 7, 2024
7. Response Deadline	2:00 p.m.	May 20, 2024
8. State Completion of Technical Response Evaluations		May 24, 2024
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	May 28, 2024
10. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	May 31, 2024
11. End of Open File Period		June 7, 2024
12. State sends contract to Contractor for signature		June 10, 2024
13. Contractor Signature Deadline	2:00 p.m.	June 12, 2024

2. State responses to questions and comments in the table below amend and clarify this RFP.

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

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>1 Section 1.1 states that TNECD seeks a vendor to provide “<b>CDBG-DR Action Plan Development</b>, Outreach, and Engagement...” However, the more detailed scope in Section A.2 of the pro forma contract says, “The Contactor shall <b>review the proposed CDBG-DR Action Plan</b> (Action Plan) prior to submission and provide feedback and suggestions....”</p> <p>Does TNECD prepare the initial Action Plan, or do you want the vendor to do that?</p>	<p>The initial action plan has been approved, submitted, and approved. The State is requesting the selected vendor review the approved action plan and offer feedback and suggestions that could benefit the CDBG-DR program and TNECD during subsequent implementation.</p>
		<p>2 Attachment 6.2, item B.15 requests information on participation by MBE/WBE enterprises. Is there a requirement or goal for such participation? If not, how is this item scored?</p>	<p>The State does not have a specific requirement or "Set-aside" to their procurements. However, Economic &amp; Community Development (ECD) has a 10% goal to utilize small and diverse businesses in what it procures. B.15 is inclusive of other questions in section B and the overall score is determined by those who assess the entire section.</p>
		<p>3 Does the county foresee a separate procurement for Program Management?</p>	<p>The RFP is for the administrative services for the State CDBG-DR. Subrecipient counties will procure separate services for the local administration and implementation of their activities.</p>
		<p>4 Does the county foresee a separate procurement for Construction Management?</p>	<p>The RFP is for the administrative services for the State CDBG-DR. Subrecipient counties will procure separate services for the engineering design and construction management of their activities.</p>
		<p>5 Does the county foresee a separate procurement for Implementation of Construction?</p>	<p>The RFP is for the administrative services for the State CDBG-DR. Subrecipient counties will conduct separate procurement of contractors for construction activities.</p>
		<p>6 Does the county foresee a separate procurement for Damage Assessments and Environmental Reviews?</p>	<p>The RFP is for the administrative services for the State CDBG-DR. TNECD will “act as HUD” and review and approve Environmental Review documentation. Subrecipient counties will be the Responsible Entities and procure separate services for the completion Environmental Reviews.</p>
		<p>7 Would winning this prevent the winner from participating in any of those procurements?</p>	<p>Yes, any awardee of a contract resulting from this procurement would be deemed</p>

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			ineligible to represent a subrecipient county. The State wants to avoid even the appearance of any conflict of interest.
		8 Tennessee appears to have \$85M in CDBG-DR funds as of 2021 to support long-term recovery efforts following DR-4476-TN, DR-4541-TN and DR-4609-TN. How much is currently in the queue to be allocated?	The approved action plan is for use of the full allocation. The approved action plan also specifies amounts of sub-allocations for each identified impacted county.
		9 How many grantees are determined to be associated with the grants related to this RFP? Are they state level, cities, counties, or local government agencies?	The State of Tennessee is the only direct HUD grantee.
		10 How many subrecipients are determined to be associated with the grants related to this RFP?	There are nine identified impacted counties that will be subrecipients of the funding. Additional subrecipients within the impacted counties may be identified during the implementation of the grant program.
		11 Section 3.1.1.1 indicates the respondent should duplicate and use RFP attachment 6.2 in their proposal. Will this be treated as an extra attachment at the end of the proposal or is it required to have it as a table of contents prefacing each technical section it corresponds to?	This needs to be included in the response. Respondents can enter their page response number for each item to serve as a table of contents for the response proposal.
		12 Section 3.1.1.2. indicates oversized exhibits are permissible – Is there an acceptable threshold for sizing on these? Is the 12-point font requirement applicable to exhibits, charts, tables or graphics or can those be presented in smaller fonts?	The State will waive the 12-point font limitation for text included in exhibits, graphics, tables, forms, headers/footers, graphical cover pages, charts, callouts, and resumes. However, the State will not accept smaller than 10-point sized font for these items.
		13 Section 3.1.1.1. in the RFP states “and using the guide as a table of contents covering the Technical Response.” What is meant by this direction?	This needs to be included in the response. Respondents can enter their page response number for each item to serve as a table of contents for the response proposal.
		Section 3.1.1.1. in the RFP states “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,...” Please confirm that the State wants to see all pages of Attachment 6.2 Section B together with the “response page #” completed by the respondent with the page #s that relate to our additional, numbered pages behind Section B FOLLOWED by	This needs to be included in the response. Respondents can enter their page response number for each item to serve as a table of contents for the response proposal.

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		additional pages that provide narrative responses that refer to the # in the Item Ref. Column?	
		14 Same question as above but related to Attachment 6.2, Section C.	This needs to be included in the response. Respondents can enter their page response number for each item to serve as a table of contents for the response proposal.
		<p>15 C.4: Please indicate what the state envisions as distinct responses for each as we interpret C.4 and C.7 as asking for the same thing, e.g. both ask for narrative detailing respondent's experience with the Scope of Work.</p> <p>C.7: Provide a narrative that illustrates the Respondent's experience with administration of Community Development Block Grant (CDGB) programs and funding with a focus on CDBG-Disaster Recovery and CDBG_Mitigation programs and funding.</p> <p>Please indicate what the state envisions as distinct responses for each as we interpret C.4 and C.7 as asking for the same thing, e.g. both ask for a narrative detailing respondent's experience with the Scope of Work.</p>	<p>The State's intent for RFP Attachment 6.2, Section C.4 is to measure a respondent's general experience in the area of grant program administration. The State's intent for RFP Attachment 6.2, Section C.7 is to measure a respondent's specific experience with CDBG programs and funding with a focus on CDBG-Disaster Recovery and CDBG-Mitigation programs and funding.</p>
		16 Section 3.1.1.2 states "...use a 12 point font for text" Will the State waive this requirement for graphics, e.g. org chart and tables, provided the result is legible?	Yes, the State will waive the 12-point font limitation for text included in graphics, as well as tables, forms, headers/footers, graphical cover pages, charts, callouts, and resumes. However, the State will not accept smaller than 10-point sized font for these items.
		17 Does the State of TN's IT system have a file size limit that responders should adhere to regarding emailed content?	The email size limit is 20MB. If the file size exceeds this a shared folder may be created.
		18 Will Stephen Seibert provide confirmation email upon receipt of the cost and separate technical proposal emails?	Yes, Stephen Seibert (CPO) will acknowledge receipt of all items via email.
		19 Attachment 6.2 Section C, C.1 states "Provide a narrative that illustrates the Respondent's understanding of the State's requirements and project schedule." Please provide the State's desired project schedule.	The State is still developing a detailed project schedule for these services. Therefore, Attachment 6.2, Section C.1 will be revised to only require a narrative illustrating the Respondent's understanding of the State's requirements.
		20 Attachment 6.2 Section C, C.2 states "Provide a narrative that illustrates how the Respondent will complete the scope of services, accomplish required objectives, and meet the	The State is still developing a detailed project schedule for these services. Therefore, Attachment 6.2, Section C.2 will be revised to only require a narrative

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		State’s project schedule.” Please provide the State’s desired project schedule.	illustrating the Respondent’s plan for completing the scope of services and for accomplishing the required objectives.
	21	Attachment 6.2 Section C, C.3 states “Provide a narrative that illustrates how the Respondent will manage the project, ensure completion of the scope of services, and accomplish required objectives within the State’s project schedule” Please provide the State’s desired project schedule.	The State is still developing a detailed project schedule for these services. Therefore, Attachment 6.2, Section C.2 will be revised to only require a narrative illustrating the Respondent’s plan for managing the project and for ensuring completion of the scope of services.
	22	Section 4.9.1 states “Contractor who is awarded the contract must submit appropriate documentation with the Department of Finance & Administration, Division of Accounts” Could the State provide additional information as to what documentation may be required after award?	All awarded contractors must register to do business with the State in Edison. For example, a W9 would have to be submitted when registering as a supplier.
	23	<p>Conflicting direction re: exceptions/redlines/alternative language, examples shown below.</p> <p>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 non-responsive counteroffer and reject it.</p> <p>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.</p> <p>Attachment 6.1, #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.</p> <p>Attachment 6.2, #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.</p> <p>Attachment 6.2 Section A, fifth row. A Respondent must NOT submit alternate responses (refer to RFP Section 3.3.).</p> <p>The State states in Section 3.3.1 and Attachment 6.2, Section A, fifth row that redlines or alternate language would not be accepted and “a</p>	<p>Pursuant to RFP Section 3.3.1, the State will not consider any RFP responses that propose terms/specifications different than those noted in the RFP or <i>pro forma</i> contract. The “negotiations” referenced in RFP Section 5.2.3.2 are reserved for the following:</p> <ul style="list-style-type: none"> <li>• Clarifications regarding information provided in RFP responses;</li> <li>• Collective negotiation of costs with RFP respondents to identify the most competitive response; and/or</li> <li>• Minor administrative items that need to be addressed in the contract (e.g., report due dates or data elements, contact information, etc.).</li> </ul> <p>Attachment 6.1, #3, through the phrase, “...except as otherwise provided in this RFP...”, contemplates that certain RFP items might require clarification and/or negotiation.</p> <p>Attachment 6.1, #4 is intended to clarify that, in any instance where a respondent’s RFP response provides more detail regarding the Respondent’s plans for the performance of services, said language shall automatically be considered part of the subsequently executed contract. And thus, by making</p>

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		<p>respondent must NOT submit alternate responses (refer to RFP Section 3.3.).</p> <p>Yet the language in Section 5.2.3.2 and on Attachment 6.1 (#3 and 4) it appears that we would be able to negotiate our proposed redlines or alternative language provided they are part of the response to the RFP, could the State please clarify their stance on redlines and alternative language?</p>	<p>RFP responses part of the resulting contract, such terms could not conflict.</p> <p>Stated differently, Attachment 6.2, Section A, fifth row, provides that respondents cannot provide the State myriad options for contract terms. Instead, respondents must submit a single responsive proposal it deems its most competitive plan for the performance of the underlying services.</p> <p>Given all of the above, it is the State’s position that no such “[c]onflicting direction” exists in the RFP or <i>pro forma</i> contract.</p>
		<p>24 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 based on audits conducted in accordance with the terms of this Contract, to not constitute proper compensation for goods delivered or services provided. Could the State clarify if any reductions were to occur if the Contractor would be notified prior to reduction and given the ability to correct?</p>	<p>We anticipate that the vendor would be notified and have the opportunity to provide responses/explanation.</p>
		<p>25 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. Would the state notify the Contractor prior to any deductions and provide the Contractor the ability to address before deduction occurred?</p>	<p>We anticipate that the vendor would be notified and have the opportunity to provide responses/explanation.</p>
		<p>26 The resumes must detail the individual's title, education, current position with the Respondent, and employment history Please define the difference between an “individual’s title” and “current position,” for example does the State want the proposed role as the “individual title”? If not, clarify the desired responses for each.</p>	<p>RFP Attachment 6.2, Section B.13 shall be revised to state as follows:</p> <p><i>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, employment history, and a description of the individual’s current responsibilities with the Respondent.</i></p>

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		27 Has the State worked with contractors for similar services in the past?	Although the State has contracted with vendors for grant program administration services, it has not contracted with any vendors for administration of this specific program before.
		28 What are the specific requirements or standards for data security and privacy, especially concerning sensitive information collected during the recovery process?	The vendor must hold one of three certifications (FedRAMP, SOC II Type II or ISO27001), adhere to documented industry standards for security and privacy for protecting data, especially sensitive information and the vendor must use onshore resource only which includes personnel.
		29 For the deliverable “In-person Program Compliance Training (9 counties)” does the State intend for the selected vendor to deliver pre-approved training material or will the training material need to be created by the selected vendor and approved by TNECD prior?	TNECD intends for the vendor to provide/create training materials for TNECD approval prior to the training events. TNECD intends to conduct in-person subrecipient programmatic trainings jointly with the vendor.
		30 Does the State plan to utilize multiple funding sources to support the requested services over the life of the contract? If so, what are the potential funding sources?	At this time the CDBG-DR funds under this award are the only funding source to be used for this contract.
		31 The RFP states, “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.” Please confirm Respondents are permitted to include a table of contents following their graphical cover page providing a breakdown of the entire proposal in addition to the required Evaluation Guides for each section.	Yes, respondents are permitted to include a table of contents in their respective RFP responses.
		32 The RFP states to “use a 12 point font for text.” Please confirm this requirement does not apply to forms, headers/footers, graphical cover pages, resumes, tables, and graphics.	The State confirms the 12-point font requirement will not be enforced for exhibits, graphics, tables, forms, headers/footers, graphical cover pages, charts, callouts, and resumes. However, the State will not accept smaller than 10-point sized font for these items.
		33 The RFP states, “All response pages must be numbered.” Please confirm this requirement does not apply to forms provided by the State.	The State prefers that all pages be numbered. If a respondent intends to include forms in its RFP response, please include those items in an appendix and

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			clearly cross-reference and label such items.
		34 The RFP states, “. A Respondent must submit the Cost Proposal to the State on a separate e-mail, CD, or USB flash drive from the Technical Response (as detailed in RFP Sections 3.2.3., et. seq).” Please confirm the Cost Proposal and Technical Proposals are to be submitted via email and this requirement does not apply.	Please submit responses for the cost proposal and technical proposal via separate emails.
		35 The RFP states, “.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.” Does the State have a maximum file size limit they can accept via email? If so, what is the file size limit?	The file size limit is 20MB, if the proposals exceed this size a link for a shared file can be created.
		36 The RFP states, “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.” Please confirm Respondents are permitted to include resumes in an appendix for ease of evaluation.	Yes, this is permitted.
		37 The RFP states, “Provide a narrative that illustrates the Respondent’s understanding of the State’s requirements and project schedule.” The RFP does not provide the State’s anticipated project schedule. Can the State provide this information?	The State is still developing a detailed project schedule for these services. Therefore, Attachment 6.2, Section C will be revised to remove any language requiring a proposal addressing a project schedule.
		38 The RFP states, “Provide a narrative that illustrates how the Respondent will complete the scope of services, accomplish required objectives, and meet the State’s project schedule.” The RFP does not list the State’s objectives. Can the State provide this information?	The State is still developing a detailed project schedule for these services. Therefore, Attachment 6.2, Section C will be revised to remove any language requiring proposals to address the specifications of a project schedule.
		39 What are the estimated number of housing projects that the State anticipates for this work?	The specific number of projects/activities for each program type are unknown at this point. Each identified county will develop a local action plan that will contain project/activity level detail that will be reviewed and approved by TNECD.



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		40 What are the estimated number of public facilities and infrastructure that the State anticipates for this work?	The specific number of projects/activities for each program type are unknown at this point. Each identified county will develop a local action plan that will contain project/activity level detail that will be reviewed and approved by TNECD.
		41 Has the State used any of the \$84,980,000 funding yet? If so, how much?	\$0 have been expended to date
		42 Is TN interested in the Offeror proposing grants management software?	The State will consider responses that include grants management software proposals, so long as the response clearly states which party is responsible for the costs of such software. However, inclusion of grants management software is not a requirement of this RFP.
		43 There is a document titled "Solicitation Notice" posted at Request for Proposals (RFP) Opportunities (tn.gov) under this opportunity that states the following for the scope of service: "The purpose of this RFP is to secure Point of Care Information Services allowing Physicians and Nurse Practitioners within the County Health Departments to access evidence-based clinical resources. The medical providers need a web-based point-of-care information system that will be utilized in a clinical setting within the health departments to access current and evidence-based clinical decision support resources." This is different than the scope of work detailed in the RFP, which aligns with services for Administration of Community Development Block Grant (Disaster Recovery) Program. Can the State post the correct Solicitation Notice that corresponds with this RFP.	Yes, this has been corrected.
		44 What is considered an "oversize exhibit"? (RFP pg 6, 3.1.1.2.)	RFP Section 3.1.1.2 is intended to communicate that any items that require legal sized paper to effectively illustrate respondent's capabilities (e.g., workflows, organizational charts, etc.) are permitted to be attached to the respondent's proposal.
		45 Will Reference Sheets and qualifications from subconsultant firms be accepted? (RFP pg 30, Attachment 6.4)	All references must be in accordance with the requirements set forth in the first 2 paragraphs of the Reference Questionnaire Attachment 6.4.
		46 Does the monitoring of grantee and subrecipient performance include labor	Yes. Monitoring of subrecipients will be for all applicable federal and

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		compliance (i.e. review of certified payroll and on-site interviews)? (RFP pg 38, Section A.2.g.4.)	programmatic requirements, including labor compliance.
		47 Attachment 6.2 – Section A Mandatory Requirement Items – If the Respondents financials are non-published, can they be redacted from the Technical Response document and a redacted copy of the response submitted in addition to the Technical Response?	Yes, please redact any confidential information. Respondents should be aware that all of a respondent’s proposal will still be viewable during the post-award open file period. Therefore, respondents should not submit any information that it considers confidential.
		48 Attachment 6.2 – Section B Technical Response & Evaluation Guide – The instructions state, “The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references)”, are we required to provide our response in the order it is presented in Attachment 6.2 – Section B or are we allowed to group the responses together that may ask for the same or similar information as long as we reference the page number in Attachment 6.2 Section B form?	Respondents must submit their RFP responses in the order presented in Attachment 6.2, Section B.
		49 Attachment 6.2 – Section C Technical Qualifications, Experience & Approach – C1, C2, and C3 refer to the “State’s project schedule.” Does this make reference to a specific schedule that has been provided? Or should this be understood as the “term of contract” identified in the pro forma contract and the six years for expenditure of grant funds?	The State is still developing a detailed project schedule for these services. Therefore, Attachment 6.2, Section C will be revised to remove any language requiring proposals to address the specifications of a project schedule.
		50 Attachment 6.2 – Section B Technical Response & Evaluation Guide – If an application has been submitted for status as the Diversity Business Enterprise, can points still be awarded? Is there a list of reciprocal certifications or states that would be acceptable?	Go-DBE accepts all states, most major cities and national organizations for reciprocal certifications.
		51 Is font smaller than 12pt permissible for tables and graphics?	The State confirms the 12-point font limitation will not be enforced for exhibits, graphics, tables, forms, headers/footers, graphical cover pages, charts, callouts, and resumes. Thus, 12-point font will be permitted for tables and graphics. However, the State will not accept smaller than 10-point sized font for these items.

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		52 As it relates to the “Action Plan” scope item, is the contractor responsible for the efforts the comprise the development of the AP (needs assessment, outreach, citizen participation, drafting and writing the first version)?	The initial action plan has been approved, submitted, and approved. The State is requesting the selected vendor review the approved action plan and offer feedback and suggestions that could benefit the CDBG-DR program and TNECD during subsequent implementation. The selected vendor may be responsible for efforts needed for substantial amendments to the action plan.
		53 Is the Evaluation Cost Amount anticipated to be the full cost of the scope of services, or is this simply an evaluation factor?	The Evaluation Cost Amount is the full cost of the scope of services.
		54 Should the Contractor provide a total estimated not to exceed cost?	No, a total estimated not to exceed cost should not be included. The cost proposal states that the cost proposal must be completed exactly as required as per section 3.1.2. in the RFP.
		55 Can vendors submit reference questionnaires with their proposals or do the questionnaires need to come directly from the client?	The State requires that questionnaires come directly from a respondent’s client.
		56 Per the RFP, bidders are not to include any additional information related to cost within the technical proposal or cost proposal. As the Cost Proposal form requests for different unit costs (hourly rates/firm unit rates), will the State please consider permitting vendors to provide cost assumptions (will not include rates or amounts) <b>related to firm unit rates</b> ? If so, can the State please advise if the cost assumptions should be provided within the technical response or cost proposal as a supplemental document?	Please provide firm unit/hourly rates in the cost proposal. Per RFP section 3.1.1. 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.
		57 Will the State consider allowing annual price adjustments based on the latest yearly percentage increase of the Consumer Price Index for All Urban Consumers (CPI-U)(All Items) as published by the Bureau of Labor Statistics, U.S. Department of Labor, or other similar index for the two annual renewal options?	The State will not consider alternative payment methodologies that contemplate rate escalation at any point during the lifecycle of the awarded contract.
		58 Does the State have a recording of the Pre-Response Conference that could be provided for vendors to review?	This was not recorded but the power point used may be provided.
		59 Are any environmental services anticipated as part of the scope of work?	The RFP is for the administrative services for the State CDBG-DR. TNECD will “act as HUD” and review and approve Environmental Review documentation. Subrecipient counties will be the Responsible Entities and procure

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			separate services for the completion Environmental Reviews.
		60 Are any construction related services (such as construction management, damage assessments, inspections, etc.) anticipated as part of the scope of work?	The RFP is for the administrative services for the State CDBG-DR. Subrecipient counties will procure separate services for the engineering design and construction management of their activities.
		61 What is the size limitation for email submittal?	Please see response to Question 17 above.
		62 The solicitation states “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.” and then “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.” Please clarify which is true.	Both are true. Respondents can propose to perform services or provide goods at a level that exceeds the requirements of the RFP and pro forma contract. In contrast, respondents cannot propose to replace a required service/good with an alternative service/good.
		63 On page 21, the solicitation states: “B.5. Describe the Respondent’s number of employees, client base, and location of offices.” Please define client base.	“Client Base” can generally be defined as a respondent’s primary source of business and revenue.
		64 The solicitation specifies to “use a 12 point font for text.” Was this only 12 point or 12 point and above? Does this also apply to charts, tables, callouts, and graphics?	The State confirms the 12-point font limitation will not be enforced for exhibits, graphics, tables, forms, headers/footers, graphical cover pages, charts, callouts, and resumes. Thus, 12-point font will be permitted for tables and graphics. However, the State will not accept smaller than 10-point sized font for these items.
		65 On page 6 of the solicitation in section 3.1.1.1, the State says “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.” May we include a cover letter in addition to this material?	Yes, the Respondent may include a cover letter in addition to the required material.
		66 On page 6 of the solicitation in section 3.1.1.2, the State says that responses “must be written on standard 8 ½” by 11” pages (although oversize exhibits are permissible)”. Does this	Yes, the State will accept 11” x 17” pages for oversized exhibits.

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		mean that the State will accept 11" x 17" pages for oversize exhibits?	
		67 On page 12 of the solicitation in section 4.8.1, the State says "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." On page 19 of the solicitation in RFP Attachment 6.2 section A.3, the solicitation states "Provide at least one of the following financial documents dated within the last three (3) months." Will the State consider making the financial documents confidential and closed to public inspection?	No, please redact any confidential information in the financial documents requested. All proposals are subject to public inspection. If anything in the submitted responses is confidential (e.g., bank account information), the respondent should redact it.
		68 Are bidders required to respond to the full scope of requirements in the RFP or can bidders respond to a partial scope of requirements?	Bidders must respond to the full scope of requirements in the RFP.
		69 Please confirm that submission is via USB/flash drive or email, and that both are not required.	Both are not required: submission via one of the options provided will suffice.
		70 If a USB is required, is it required for both the cost and technical proposals?	USB is not required.
		71 Do you have a specific way in which bidders should mark confidential information?	All proposals are subject to public information. If anything is confidential (e.g., bank account information) please redact it.
		72 Paragraph 3.1.1.2 requests 12-point font for text. Is it acceptable to use larger or smaller sizes for the cover, headings, footers, graphics and tables?	The 12-point font limitation will not be enforced for exhibits, graphics, tables, forms, headers/footers, graphical cover pages, charts, callouts, and resumes. However, the State will not accept smaller than 10-point sized font for these items as per section 3.1.1.2.
		73 After we have responded to items B.12 and B.13 (Attachment 6.2, Section B), is it acceptable to place resumes in an appendix for easier review?	Yes.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.