



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR PROPOSALS # 32101-2022-3  
AMENDMENT # 3  
FOR RESERVATION SYSTEM SOFTWARE**

**DATE: OCTOBER 6, 2022**

**RFP # 32101-2022-3 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		July 13, 2022
2. Disability Accommodation Request Deadline	2:00 p.m.	July 18, 2022
3. Pre-response Conference	2:00 p.m.	July 19, 2022
4. Notice of Intent to Respond Deadline	2:00 p.m.	July 21, 2022
5. Written "Questions & Comments" Deadline	2:00 p.m.	July 26, 2022
6. State Response to Written "Questions & Comments"		July 29, 2022
7. Response Deadline	2:00 p.m.	August 11, 2022
8. State Completion of Technical Response Evaluations (Sections B. and C., RFP Attachment 6.2.)		August 25, 2022
9. State Schedules Respondent Oral Presentation		August 26, 2022
10. Respondent Oral Presentation	8 a.m. - 4:30 p.m.	August 29-September 1, 2022
11. State Completion of Technical Response Evaluations (Section D., RFP Attachment 6.2.)		September 7, 2022
12. State Opening & Scoring of Cost Proposals	2:00 p.m.	September 8, 2022
13. Amendment #3		October 6, 2022
14. Cost Proposal ONLY - Written "Questions & Comments" Deadline	2:00 p.m.	October 12, 2022
15. Cost Proposal ONLY - State Response to Written "Questions & Comments"		October 14, 2022
16. Cost Proposal Response Deadline	2:00 p.m.	October 19, 2022
17. Negotiations	4:30 p.m.	October 20-26, 2022

18. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	October 31, 2022
19. End of Open File Period		November 7, 2022
20. State sends contract to Contractor for signature		November 9, 2022
21. Contractor Signature Deadline	2:00 p.m.	November 14, 2022

2. Delete RFP **Section 6.3. Cost Proposal & Scoring Guide** in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

Please see attached Section 6.3. Cost Proposal & Scoring Guide.

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.

**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>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>	<b>Sum</b>	<b>Evaluation Factor</b>	<b>Evaluation Cost (sum x factor)</b>
Implementation Fee (One-time fee that shall be invoiced upon completion of section A.5.)	\$ /Each	N/A	N/A	N/A	N/A		1	

Admin Fee (including support, maintenance, training, etc.)(Year one (1) fee shall be invoiced within forty five (45) days of State payment of Implementation Fee. Years two (2) through five (5) shall be invoiced forty five (45) days prior to the anniversary of the Term of Contract.)	\$ / Year	\$ / Year	\$ / Year	\$ / Year	\$ / Year		1	
Annual Subscription Fee Per Floor (Year one (1) subscription fee shall be invoiced within forty five (45) days of State payment of Implementation Fee. Years two (2) through five (5) shall be invoiced forty five (45) days prior to the anniversary of the Term of Contract	\$ / Floor	\$ / Floor	\$ / Floor	\$ / Floor	\$ / Floor		100	
Parking Implementation Fee (One-time fee that shall be invoiced upon completion of section A.5.)	\$ /Each	N/A	N/A	N/A	N/A		1	
Parking Admin Fee (including support, maintenance, training, etc.)(Year one (1) fee shall be invoiced within forty five (45) days of State payment of Parking Implementation Fee. Years two (2) through five (5) shall be invoiced forty five (45) days prior to the anniversary of the Term of Contract.)	\$ / Year	\$ / Year	\$ / Year	\$ / Year	\$ / Year		1	
Annual Subscription Fee Per Parking Lot (Year one (1) subscription fee shall be invoiced within forty five (45) days of State payment of Parking Implementation Fee. Years two (2) through five (5) shall be invoiced forty five (45) days prior to the anniversary of the Term of Contract.)	\$ / Lot	\$ / Lot	\$ / Lot	\$ / Lot	\$ / Lot		2	
<b>TOTAL 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.								

$\frac{\text{lowest evaluation cost amount from all proposals}}{\text{evaluation cost amount being evaluated}} \times 35$ <p>(maximum possible score)</p>	<b>= SCORE:</b>	
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*State Use – Solicitation Coordinator Signature, Printed Name & Date:*