



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT & CONSERVATION

**REQUEST FOR PROPOSALS # 32701-04420
AMENDMENT # 2
FOR LANDFILL OPERATOR CERTIFICATION
TRAINING**

DATE: 12/8/2022

RFP # 32701-04420 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		October 14, 2022
2. Disability Accommodation Request Deadline	2:00 p.m.	October 19, 2022
3. Pre-response Conference	10:00 a.m.	October 27, 2022
4. Notice of Intent to Respond Deadline	2:00 p.m.	October 31, 2022
5. Written "Questions & Comments" Deadline	2:00 p.m.	November 4 2022
6. State Response to Written "Questions & Comments"		December 8, 2022
7. Response Deadline	2:00 p.m.	December 15, 2022
8. State Completion of Technical Response Evaluations		January 3, 2023
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	January 6, 2023
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	January 9, 2023
11. End of Open File Period	2:00 p.m.	January 17, 2023
12. State sends contract to Contractor for signature		January 18, 2023
13. Contractor Signature Deadline		January 25, 2023

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
Attachment 6.3	25	<p>1. There appears to be an inconsistency between the contract and the RFP. In Section C.3 Payment methodology, page 4, the line items asks for costs as \$/attendee. On page 25 of the Cost Proposal Schedule guide, the four line-items asks for costs as \$/event. These two sections should match each other. We suggest on the bid form, that you provide a certain number of guests for the bid to be based on. For example:</p> <p>Facilitate an in-person training event for 1530 attendees (For purposes of this RFP base your cost on 30 attendees per event in this section)</p> <p>Facilitate an in-person event for each additional person after 30 attendees (For purposes of this RFP base your cost on 20 attendees per event in this section)</p>	<p>To clarify and eliminate confusion, the State is asking per attendee price on page 25. Page 25 is to determine the maximum cost per year for the 5-year term of the contract (assuming one event per year). TDEC DSWM requires the cost per attendee on Page 4 to determine how the vendor will calculate their invoice for each event based on the number of attendees. To simplify the process, we will amend the language on Page 4 of the pro forma contract and Page 25 of the RFP as proposed below.</p>
Attachment 6.3	25	<p>2. Also, during the pre-bid conference, we discussed the need to add a line item for 1-day attendees at the 3-day course, that will be there only for continuing education hours.</p>	<p>The 1-day attendee line item has also been added to our below amendment.</p>
Attachment 6.4	27	<p>3. With regards to references, there are not many contracts like this in the nation. May we use other private entities as references in addition to other state agencies?</p>	<p>The State will consider all private entity references.</p>

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE

3. Delete RFP Attachment 6.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

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.

RESPONDENT SIGNATURE:			
PRINTED NAME & TITLE:			
DATE:			
RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
Total cost to facilitate an in-person training event for a minimum of 30 attendees.	\$ / Per In-person training event	5	

RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
Cost for each additional in person attendee after 30 (maximum of 70 additional attendees)	\$ / Per additional in person Attendee	350	
Total cost to facilitate a virtual event for the electronic training for a minimum of 30 attendees.	\$ / Per virtual event	5	
Cost for each additional virtual attendee after 30 (maximum of 70 additional attendees).	\$ / Per additional virtual Attendee	350	
Cost for 1-day in person recertification training during the training event for up to 30 additional attendees seeking recertification.	\$ / Per 1-day in person recertification training Attendee	150	
EVALUATION COST AMOUNT (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.			
lowest evaluation cost amount from <u>all</u> proposals		x 30 (maximum section score)	= SCORE:
evaluation cost amount being evaluated			
State Use – Solicitation Coordinator Signature, Printed Name & Date:			

4. Delete RFP Pro Forma section C.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

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:

Goods or Services Description	Amount (per compensable increment)
Total cost to facilitate an in-person training event for a minimum of 30 attendees.	\$ Number /Per In-person training event
Total cost to facilitate an in-person event for each additional person after 30 (maximum of 70 additional attendees).	\$ Number /Per additional in person Attendee
Total cost to facilitate a virtual event for the electronic training for a minimum of 30 attendees.	\$ Number / Per virtual event
Total cost to facilitate a virtual event for the electronic training of each additional person after 30 (maximum of 70 additional attendees).	\$ Number / Per additional virtual Attendee
Cost for 1-day in person recertification training during the training event for up to 30 additional attendees seeking recertification.	\$ Number / Per 1-day in person recertification training Attendee

5. Add the following as Pro Forma section A.5.p. and renumber any subsequent sections as necessary:

p. The Contractor shall accommodate up to 30 additional attendees on the second day of the event for those seeking 8 recertification hours.

6. **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.