



STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES

**REQUEST FOR PROPOSALS # 34513-86223  
AMENDMENT # 2  
FOR GOODS OR DEVELOPMENT AND  
ADMINISTRATION OF TENNESSEE FATHERHOOD  
INITIATIVE**

**DATE: September 26, 2022**

**RFP # 2 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		August 16, 2022
2. Disability Accommodation Request Deadline	2:00 p.m.	August 19, 2022
3. Pre-response Conference	10:00 a.m.	August 22, 2022
4. Notice of Intent to Respond Deadline	2:00 p.m.	August 24, 2022
5. Written "Questions & Comments" Deadline	2:00 p.m.	September 8, 2022
6. State Response to Written "Questions & Comments"		September 26, 2022
7. Response Deadline	2:00 p.m.	September 30, 2022
8. State Schedules Respondent Oral Presentation		October 4, 2022
9. Respondent Oral Presentation		October 11, 2022, through October 13, 2022
10. State Completion of Technical Response Evaluations		October 21, 2022
11. State Opening & Scoring of Cost Proposals	2:00 p.m.	October 24, 2022
12. Negotiations		October 26, 2022
13. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	October 28, 2022
14. End of Open File Period		November 4, 2022

15. State sends contract to Contractor for signature		November 7, 2022
16. Contractor Signature Deadline	2:00 p.m.	November 9, 2022

**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 Page Number	RFP Section Reference Number	Question	State Response
		1. For Year 1, Pg. 28 refers to six milestones and page 8 and 9 of the scope refers to nine. Please confirm the number of and language for the milestones.	There are nine (9) milestone payments.
		2. According to the proposed schedule, all milestones and related payments are completed in the first year. There is mention of “on-going TTA, an annual training, quarterly meetings with grantees, and 120 hours of monthly maintenance costs” but no associated milestones. Please provide more direction on the level of effort required for years 2-4 of the contract.	Please reference A.8 and A.9 of the pro forma contracts within the RFP.
		3. We are particularly concerned about getting more definition about years 2-4 given 3.3.3 on page 10 that says a response must not propose alternative goods or services. But related to that, in 3.6, “If a response offers goods or services in addition to those required by and described in this RFP, the state may add such services to the contract awarded as a result of this RFP.” Please advise how much strategy and definition you would like proposals to provide to years 2-4 and any additional information about level of effort for planning and budgeting purposes would be helpful.	Additional goods and services can be proposed, but will not be evaluated. No additional cost amounts or rates can be proposed by the Respondent.
		4. Does the state seek to hold only one conference at the beginning of the four years or will there be subsequent conferences to support on-going growth and development of the initiative?	Yes, one conference.

		5. When the state says the contractor shall provide an option for virtual attendance, do you mean in addition to in-person attendance or as a planning mechanism for contingency if the in-person meeting has to shift to virtual?	Both, Contractor is to provide an in-person conference with a means for virtual attendance option; and, if contingencies dictate, the contractor shall conduct virtual conference.
		6. What level of production quality does the state seek for virtual attendees? As we've all learned over the past two years, there is a wide range of quality to virtual deliver from a very low standard of "access" to production support that allows for virtual engagement or even a quality viewing experience.	Please refer to RFP Pro Forma contract A.6.c and in RFP attachment 6.2 Section C item C.7.
		7. Can the state provide guidance on the quality of livestreaming sought, from "availability" to a quality viewing experience, understanding there are related costs to those levels of performance. If this is not an area where the state has expertise would the state like proposers to provide a minimum cost with optional add-ons or to propose a high-quality production with the opportunity to reduce level of effort in negotiations?	Please reference response to #6 above.
		8. Please confirm that there is one annual training and not a unique annual training/seminars for each grantee?	Yes, there shall be one annual training for grantees. However, the technical assistance shall be provided on an on-going basis to each grantee.
		9. Will the annual and quarterly meetings occur for three years in the base period?	Yes
		10. We assume the annual trainings and quarterly meetings are to be held virtually since travel costs cannot be included in the budget. Please confirm.	The hourly fee for Grantee Project Management and Technical Assistance shall constitute the entire compensation for the deliverables required under pro forma contract section A.8.h. This includes all direct and indirect costs, including travel.
		11. What is the planned length of the annual trainings and for how many people?	The duration and number are not known at this time.

		12. Pg. 5, A8g, What training seminars? (is this the annual and/or quarterly meetings) If these are in-person meetings, how many people will attend each one?	Please refer to pro forma sections A.8.h. The duration and number are not known at this time.
		13. Section C.9 calls for a narrative that illustrates the respondent's ability to provide grantee selection guidance and an evaluation rubric. Does this mean that the contractor would be independently selecting grantees or is the plan for the contractor to simply create a structure and documents to guide the state's selection of grantees?	Please refer to pro forma sections A.7. and A.8. The intent is for the contractor to create the structure and documents for the state to use for selection of grantees.
		14. Pg 5, A.7, For TA planning, how many grants does the state anticipate awarding for how many years and at what funding level?	Please reference response to #13 above.
		15. Will the costs related to participation in TTA events like the conference be included in local grant budgets?	At present time the State is unable to provide grant budget information other than those established under section A.6. and A.8. of the pro forma contract.
		16. Pg 41, A.8.a indicated the contractor will support grantees with successful project implementation, including orientation and other onboarding activities as approved by the State. Will this include in-person site visits for orientation or other activities?	Yes
		17. Pg 1, Do any of the Families First Community Grants include fatherhood efforts and/or would they have the ability to add these activities with their current funding? Would you see adding any of these grantees into the TTA mix?	No to both
		18. Pg. 7, A13, Please confirm that this restriction is related to grants offered by the state of Tennessee.	Yes
		19. We assume there are no in-person site visits to local programs since travel costs cannot be included in the budget. Please confirm.	Please reference response to #10 above.
		20. Does the state seek other TA supports for local programs like virtual trainings (webinars)? We do not see any provision for this kind of activity.	No.

		21. Will grantees need training, such as in evidence-based curricula and will that training be the responsibility of this contract or the individual grantees? If this training is to be covered by this contract, will the training be virtual since the budget will include no travel?	Please reference A.8 of the Pro Forma and response to #10.
		22. Pg 4, 8 and 10, Does the state have interest in the inclusion of pre-produced videos to raise the quality of the conference presentation?	Please refer to RFP Pro Forma contract A.6.c and in RFP attachment 6.2 Section C item C.7.
		23. A.9 says the website and dashboard shall be developed “in a format specified by the state.” Are format specifications pre-defined, or will the contractor propose format specifications for approval? For example, User Interface (UI) components and technology stack.	At present time the State is unable to provide format specifications other than those established under section A.9. of the pro forma contract.
		24. A.9 says “The State shall host the site.” Are hosting specifications pre-defined, or will the contractor propose a cloud service provider and architecture design for approval?	At present time the State is unable to provide hosting specifications other than those established under section A.9. of the pro forma contract.
		25. Are we correct to assume that no new TTA products will be developed through the website as the only web costs are the hours for monthly maintenance after 180 days?	No
		26. Please provide more details about how you will address on-going and timely TA needs, if planned, using the website since only maintenance hours are approved?	At this time the State is unable to provide on-going technical assistance need requirements other than those addressed in pro forma contract sections A.8. and A.9 and RFP Attachment 6.3.
		27. For planning purposes, how often does the state plan to meet with the contractor (i.e., once a week, every other week) for planning, coordination, and updates)	Meetings will be held at the State's discretion. the number of meetings has not been determined at this time and will depend on the needs of the State.
		28. Pg 29, Are there 5,760 hours for Website tasks each year?	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.

		29. Pg 29, Are there 3,000 hours for Technical Assistance each year?	Please reference response to #28 above.
		30. Are the 100 pages single or double spaced?	The requirement is not to exceed 100 pages double spaced.
		31. For planning purposes, will the Oral Presentations be virtual or in person? Is there a rubric and/or guidance for the content of the oral presentation?	Oral Presentation are to be in person, reference RFP 5.2.1.5.1.
		32. Please confirm that there is one project workplan and one budget that spans four years, with a one-year renewal and that there are no fiscal year constraints. (Pg 8, B 1,2)	The contract is to run for 48 months with the option to extend for an additional 12 months at the state's discretion. Any additional funding or services outside of the Scope in pro forma contract A.2 through A.15 will require and amendment.
		33. Does the proposer determine what staff are "key" and please confirm that those are the people included in the personnel roster and for whom resumes are provided.	Yes
		34. Pg. 23. B 13, What role does the "senior attorney" play?	<p>RFP attachment 6.2 Section B item B.13 was amended as follows in RFP Amendment 1:</p> <p>Provide a personnel roster listing the names of key people, if known, 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>The Respondent must provide this information with regard to the senior attorney the Respondent intends to use for provision of services under this contract, but The Respondent</b> need not designate every individual on the proposed contract team as a key person.</p>

		35. Pg. 23. B 15, Can the proposer provide a sample of business relationships that meet the diversity criteria as opposed to all contracts?	A summary of business relationships that meet the diversity criteria will be sufficient rather than submitting contract documents.
		36. Pg. 33, Can persons providing a reference provide an additional page if the form's constraints are too limited to provide adequate information?	All reference information should be contained within the allotted space.
		37. Section B.15. requires that documentation supporting the respondent's commitment to diversity. Each area listed involves the respondent's business strategy, business relationships, workforce and estimated participation. However, there is no mention of the extent to which the respondent's provision of services to marginalized and historically excluded groups will be recognized as a demonstration of commitment to diversity. Can we get clarification on whether this is of interest for inclusion?	Respondents are encouraged to provide all information regarding their commitment to diversity.
		38. Section C.1. calls for an illustration that the respondent understands the State's requirements and project schedule. Is this simply a statement attesting to PS' understanding of the requirements and schedule or is there some exhibition or demonstration of that understanding needed here?	Contractor is to provide a narrative.
		39. Would a vender who is awarded this contract be eligible to apply for any future contracts related to this fatherhood initiative?	Please reference A.13 of the Pro Forma
		40. Would subcontractors and consultants associated with a successful vendor for RFP #34513-86223 be eligible to apply for future contracts associated with the fatherhood initiative?	Please reference A.13 of the Pro Forma

		41. C.2 and C.3 both request to provide a narrative that illustrates how the Respondent will manage/complete the scope of services, accomplish required objectives, and meet the State's project schedule. Please clarify if they are duplicated or if State is looking for something different in C.3.	RFP Attachment 6.2, Section C., Items C.2 and C.3 are to be evaluated independently from one another.
		42. What are the expectations regarding the Fatherhood Initiative conference pricing? For example, may the contractor submit invoicing for the venue or should this be included in overall pricing for the proposal?	All pricing (direct and indirect costs) should be included in the proposal.
		43. Does the State expect onsite technical assistance (i.e. site visits, in-person trainings) or virtual technical assistance provision?	Both.
		44. What is the total annual budget ceiling or annual budget range expected?	The State declines to provide budgetary information.
		45. Approximately how many fatherhood and parenting related grant programs does TN DHS anticipate funding in the Fatherhood Initiative?	At present time the State is unable to provide grant information other than those established under section A.7. of the pro forma contract.
		46. How will the anticipated fatherhood and parenting related grant programs be distributed across the three Grand Divisions of Tennessee?	Please see response to #45 above.
		47. What is the scope of the evaluation of program outcomes that the successful Respondent will be expected to perform? The evaluation of program outcomes is not listed as one of the six areas of Respondent services but is noted in A.8. e and A.8 c. ("Aid grantees with State approved monthly reporting elements including program outcomes... Develop and complete evaluation of program outcome from A.8.c).	Sections A.8.c. and A.8.e. of the proforma contract speak for themselves. The State is unable to provide interpretation of the terms of the pro forma contract. Respondents may want to seek advice of counsel regarding the rights and obligations that would arise from the pro forma contract.



	48. Does TN DHS anticipate releasing a solicitation for an independent firm to conduct an evaluation of the funded fatherhood and parenting grants made as part of the fatherhood initiative at a later date?	Not at this time.
	49. Is there an incumbent already doing this work in TN?	No.
	50. Is this a cost reimbursement or firm fixed contract?	Please refer to pro forma contract section C.3.
	51. Should we include the budget for the Subawards in this budget or will the State provide the funding to the sites separately from this contract?	Grantee(s) shall be awarded separately from this procurement.
	52. Per the RFP Section A.13, the Contractor is prohibited from applying for or being awarded fatherhood or parenting grants while the Contractor is providing grant program design or TA support services. Is this limited to grants in the state of TN?	Please reference response to #18 above.

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.