



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR PROPOSALS # 34320-12517
AMENDMENT # 1
FOR GOODS OR SERVICES FOR ELECTRONIC DEATH
REGISTRATION SYSTEM**

DATE: June 1, 2017

RFP # 34320-12517 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 | | Confirmed |
| 2. Disability Accommodation Request Deadline | 2:00 p.m. | Confirmed |
| 3. Pre-response Conference | 10:00 a.m. | Confirmed |
| 4. Notice of Intent to Respond Deadline | 2:00 p.m. | Confirmed |
| 5. Written "Questions & Comments" Deadline | 2:00 p.m. | Confirmed |
| 6. State Response to Written "Questions & Comments" | | June 1, 2017 |
| 7. Response Deadline | 2:00 p.m. | June 8, 2017 |
| 8. State Completion of Technical Response Evaluations | | June 13, 2017 |
| 9. State Scoring of Cost Proposals | 2:00 p.m. | June 14, 2017 |
| 10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection | 2:00 p.m. | June 16, 2017 |
| 11. End of Open File Period | | June 23, 2017 |
| 12. State sends contract to Contractor for signature | | June 26, 2017 |
| 13. Contractor Signature Deadline | 2:00 p.m. | June 29, 2017 |

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.

| QUESTION / COMMENT | STATE RESPONSE |
|--|---|
| 1 Can you confirm that reference questionnaires emailed to you are acceptable instead of hard copies delivered to your office? | Please have vendors email Reference Questionnaires to the following: Melissa.painter@tn.gov . |
| 2 Is it possible to obtain a Word version of the RFP? | Yes |
| 3 RFP – Page 1, Section 1.1 Statement of procurement purpose: This paragraph states the goal is to have “all end users trained to register deaths electronically in the VRISM system by June 19, 2017.” Please confirm the June 19, 2017 date is not the goal date of the Phase 2 training. | The original goal date was June 19, 2017. We will now start training as soon as possible. The system will likely do a “soft roll out” in early July and we will complete our main training push 60 days later. A five week heavy training period is required. |
| 4 RFP – Page 1, Section 1.1 Statement of procurement purpose: “...vendors to provide live instruction...” and the Training Plan Statement of Work, page 4, Section 2.2 Scope states “...through instructor-led in-person training and/or webinar.” Please clarify what portion of the training is to be in-person and what is allowed to be via webinar. a. Please confirm that the list of the locations to have in-person trainers shown on page 4 of the Statement of Work is the full list of locations for onsite training. b. If State trainers will be conducting in person sessions during the same time period please provide a list of locations for which they will be responsible. | a. The Statement of Work contains the full list. Training may be near those locations rather than inside the city limits. For instance, Jackson, TN Training can be at UT Martin or at Jackson State. The listed location will be the best location for accommodations. b. State trainers will be conducting webinars twice per week, conducting training each week in Nashville, and will conduct “on request” training at any site not already covered by the vendor for a requested date for critical stakeholders (i.e. a medical center). |
| 5 Since time is of the essence and the Technical and Cost proposals are to be submitted electronically, is it acceptable to have references email the Reference Questionnaire to the Procurement Coordinator instead of mailing in hard copies? | Please have vendors email Reference Questionnaires to the following: Melissa.painter@tn.gov . |
| 6 RFP Attachment 6.2 – Page 19, Section B.17: “Provide customer references from individuals who are not current or former State employees...” Please confirm that State refers to no current or former TN employee. | State refers to no current or former TN employee. |
| 7 Please provide a copy of the current training plan and the current rollout plan. | See VRISM Communication Management Plan. |
| 8 RFP Attachment 6.2 – Page 21, Section C. The answers requested in several of the subsections appear to refer to a system implementation solicitation. Please provide clarification. | Section C.7. of the Technical Proposal requires the respondent to explain how they will carry out the proposed services. |
| 9 RFP Attachment 6.3 – Page 23, Cost | The Cost Proposal submitted should include any |

| QUESTION / COMMENT | STATE RESPONSE |
|--|--|
| Proposal & Scoring Guide: This form appears to reference a system implementation solicitation. Please provide clarification. | implementation or setup costs connected to you providing the services proposed. |
| 10 Please provide a copy of the current go live schedule for the EDRS. | "Go Live" is currently scheduled for June 26, 2017. The final version is in test and will likely be ready in early July. Training can begin at any time. |
| 11 Will the State be able to provide a current contact list for stakeholders requiring training or will the successful vendor need to research stakeholders' contact information in order to schedule them for webinar training? | The State will provide a list. |
| 12 Will the State schedule dates in addition to securing facilities for onsite training or will they expect the successful vendor to schedule such training? | The State will work with the vendor. Once that portion of the training plan is complete, the State will publicize dates state wide. |
| 13 Does the State have a preferred platform for conducting webinar training? | No, Cisco is the most common followed by Adobe. |
| 14 Please provide a copy of the current project schedule. | The current schedule cannot finalize until delivery (see question 10). |
| 15 Please provide a copy of the current project communication plan. | See VRISM Communication Management Plan. |
| 16 Does the State have a budget limit that they are trying stay within? | 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.