



STATE OF TENNESSEE
TOURIST DEVELOPMENT

**REQUEST FOR PROPOSALS # 32601-18200
AMENDMENT # 1
FOR TRAVEL WRITER TOURS**

DATE: June 6, 2017

RFP # 32601-18200 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

The following RFP Schedule of Events represents the State's best estimate for this RFP.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		May 22, 2017
2. Disability Accommodation Request Deadline	2:00 p.m.	May 25, 2017
3. Notice of Intent to Respond Deadline	2:00 p.m.	May 26, 2017
4. Written "Questions & Comments" Deadline	2:00 p.m.	June 1, 2017
5. State Response to Written "Questions & Comments"		June 6, 2017
6. Response Deadline	2:00 p.m.	June 13, 2017
7. State Completion of Technical Response Evaluations		June 16, 2017
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	June 19, 2017
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	June 20, 2017
10. End of Open File Period		June 27, 2017
11. State sends contract to Contractor for signature		June 28, 2017
12. Contractor Signature Deadline	2:00 p.m.	June 30, 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
<p>1 On Page 2 of the Scope of Work section – A.2.2.4. – could you provide additional clarification of the State’s expectations regarding the contractor’s responsibility to secure and arrange complimentary airfare for media participants in the tours? Does this mean that in a market such as Knoxville, where the air carriers are usually fully-booked regional jets, our firm would have to either convince the airlines to provide free seats to the media, or our firm would somehow be responsible for paying out-of-pocket for these transportation costs?</p>	<p>Yes, the Contractor would be responsible as detailed in the example stated in the second question.</p>
<p>2 Are you looking for a credit report on the company owner if it is a sole-proprietorship?</p>	<p>If the business is a sole proprietorship/closely held company, an actual credit rating for the business is preferred. If that is unavailable, a credit report on the company owner is acceptable if it reflects data on the business, i.e. viability ratings.</p>

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.