

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

**ESSENTIAL PURCHASES FOR
LICENSED AMBULANCE SERVICES IN TENNESSEE**

RFA # 34307-32726

REQUEST FOR APPLICATION**STATE OF TENNESSEE****DEPARTMENT OF HEALTH****I. Introduction:**

The State of Tennessee is providing funding for essential purchases for licensed ambulance services in Tennessee.

Already purchased items must have been procured on or after July 1, 2025. Any items pending purchase must be procured on or prior to June 30, 2026.

The State is seeking applications to provide the services outlined in this RFA. The State will offer grant(s) for each licensed ambulance service in Tennessee for a total of **\$23,000.00** each. The project period is expected to begin on **July 1, 2025** and will last for 12 months. At this time, no additional funding is expected beyond the 12-month project period.

II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also State of Tennessee, Department of Finance and Administration Division of Accounts – Supplier Maintenance SDDA Access Form and IRS Form W9 for completion. The **Application** contains detailed questions about your organization's background and the specifics of your proposed project.

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the Essential Purchases for Licensed Ambulance Services in Tennessee. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		August 25, 2025
2. Pre-response Teleconference	8:30 a.m.	August 27, 2025
3. Written "Questions & Comments" Deadline	2:00 p.m.	September 3, 2025

4. State Response to Written "Questions & Comments"		September 10, 2025
5. Deadline for Applications	2:00 p.m.	October 22, 2025
6. Evaluation Notice Released		October 31, 2025
7. Effective Start Date of Contract		July 1, 2025

Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA #34307-32726 Teleconference

Meeting number (access code): 2302 666 1040

Meeting password: BgkA3d7DJU3

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=me1b1aca39f2ea4e0a957a2b9a44fd42e>

Join by phone: +1-415-655-0001 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Assistant Director of the Procurement Management Office, listed below in Section IV.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Director shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Director. The State's responses will be emailed and posted as an Amendment to the following website: <https://www.tn.gov/health/funding-opportunities.html>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Assistant Director of the Procurement Management Office at the address shown is the sole point of contact for this competitive process.

Melissa Painter, Assistant Director
Procurement Management Office
Division of Administrative Services
Andrew Johnson Tower, 6th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- ☐ Application (**Attachment 1**)
- ☐ Competitive Requirements
- ☐ State of Tennessee, Department of Finance and Administration Division of Accounts – Supplier Maintenance SDDA Access Form (**Submitted or emailed per instructions on form if you do not currently have an Edison Vendor ID#.**)
- ☐ Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Submitted to Supplier Maintenance if you do not currently have an Edison Vendor ID#.**)

V. Application Evaluation:

Applications will be evaluated and receive a pass or fail.

A. Applications shall be reviewed on the basis of the information requested in the RFA. Applications will pass or fail based on the following criteria:

- Must be a Tennessee Licensed Ambulance Service; and
- Registered as a vendor with the State through Edison.

Applications that pass will be recommended for award to the Commissioner of the Department of Health.

B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for an Essential Purchases for Licensed Ambulance Services grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**