



REQUEST FOR PROPOSALS # 44-283
AMENDMENT # 2
FOR STATEWIDE COURT CMS AND eFILING APPLICATION

DATE: April 7, 2026

The amendment contained therein changes only the following:

- 1. Correction provides clearer instructions for submitting Technical Responses. The change is highlighted. Section 3.2 is replaced in full with the following:**

3.2. Response Delivery

3.2.1. A Respondent must ensure that the Technical Response, Cost Proposal, Reference Questionnaire, and Optional Video Demos files meet all form and content requirements, including all required signatures, as detailed within this RFP. The Technical Response, Cost Proposal, and Reference Questionnaire must be submitted using the Email Submission format. The Optional Video Demos, if submitted, must be submitted using the SharePoint Submission format.

3.2.2. A Respondent must submit their response using the formats below.

3.2.2.1. E-mail Submission

For e-mail submissions, the Technical Response and Cost Proposal documents must be dispatched to the Solicitation Coordinator in one (1) e-mail message provided the total size of all response documents is less than 80 megabytes (MB). If the response documents total more than 80 megabytes (MB), the response must be submitted in two (2) or more email messages. The email subject must be clearly identified as follows: "[RESPONDENT LEGAL ENTITY NAME] RFP #44-283 RESPONSE".

If submitting a response using more than one (1) e-mail message due to the size requirement listed above, denote accordingly by adding a suffix to the end of the e-mail subject, e.g., "1 of 2".

3.2.2.1.1. Technical Response

The Technical Response document must be in the form of one (1) digital document in "PDF" format, **no greater than 80 MB in size**, attached to the e-mail to the Solicitation Coordinator. The file name must be clearly identified as follows:

**"[RESPONDENT LEGAL ENTITY NAME] RFP #44-283
TECHNICAL RESPONSE"**

If the Technical Response is greater than 80 MB in size, Respondents must split the "PDF" into multiple "PDFs", each no greater than 80 MB in size. If submitting a response using more than one (1) "PDF" due to the size requirement listed above, denote accordingly by adding a suffix to the end of the file, e.g., "1 of 2".

Additionally, respondents should attach one (1) completed "XLS" version of the Requirements Traceability Matrix (RFP Attachment 6.5) with their Technical Response.

3.2.2.1.2. Cost Proposal

The Cost Proposal must be in the form of two (2) digital documents – one (1) "PDF" format signed, physically or via e-signature, and one (1) "XLS" format – attached to an e-mail to the Solicitation Coordinator. The file names must be clearly identified as follows:

**"[RESPONDENT LEGAL ENTITY NAME] RFP #44-283 COST
PROPOSAL"**

3.2.2.2. Reference Questionnaire

The Reference Questionnaires must be delivered directly to the State by the Respondent's references in accordance with RFP Attachment 6.4. Reference Questionnaire.

3.2.2.3. SharePoint Submission

3.2.2.3.1. Optional Video Demos

Respondent must request SharePoint access via the instructions detailed in RFP Section 1.10. The Optional Video Demo recordings must be uploaded to the SharePoint site. Each Respondent will have their own folder to upload their recordings that only the Respondent and the State can view. The recordings must be in accordance with instructions in RFP Attachment 6.2. - Section D before uploading to the SharePoint site. Respondent access to the SharePoint will expire after the Response Deadline time and date detailed in the RFP Section 2, Schedule of Events.

- 3.2.3.** A Respondent must ensure that the State receives a response no later than the Response Deadline time and date detailed in the RFP Section 2, Schedule of Events. If a Respondent requires technical assistance with submitting their response, please send a message to the following address:

Jennifer Williams
jennifer.n.williams@tncourts.gov