



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-5065

The Department of Commerce and Insurance is issuing a Solicitation (attached) to serve as a Deputy Electrical Inspector.

Persons interested should carefully read the Solicitation, particularly all instructions. An Offer must at a minimum address all the items in the Qualifications Evidence Guide -ATTACHMENT A (beginning on page 4) and complete and sign ATTACHMENT B - Statement of Certifications and Assurances (page 7).

Offers should be submitted no later than **2:00 p.m. (CST) March 7, 2016**

PLEASE NOTE: Pursuant to TENN. CODE ANN. § 68-102-143, the Commissioner may only contract with a Deputy Electrical Inspector through his/her professional corporation (proof required – Secretary of State documentation of Professional Corporation). Other requirements are set forth in TENN. CODE ANN. § 68-102-143(a)(2).

In order to be considered, an individual **must:**

1. have a high school diploma or General Education Development (GED) certification;
2. have at least five (5) years of practical experience in electrical installations or inspections;
3. present proof of having passed a nationally recognized certification examination prescribed by the Commissioner of Commerce and Insurance in both electrical one- and two- family dwellings and electrical general (such as the International Association of Electrical Inspectors (IAEI- one- and two-Family Dwellings and Electrical General or Electrical Commercial) or the International Code Council (ICC- Residential Electrical Inspector and Commercial Electrical Inspector) Certification Tests);
4. own a cellular phone with the capability for voice mail, texting, emailing, or other similar technology approved by the Department which allows for the receiving of automated calls; and
5. not have been a party to a previous contract with the State of Tennessee for electrical inspection services which was terminated.

Again, proof that the minimum qualifications must be submitted with the Offer so that they are **received no later than 2:00 p.m. on March 7, 2016.**

All documents (resume/letter of interest, proof of minimum qualifications (see Qualifications Guide), statement of certifications and assurances, and proof of Professional Corporation (pursuant to TENN. CODE ANN. SEC. 48-101-601) should be sent to:

RFP Coordinator
Department of Commerce and Insurance
500 James Robertson Pkwy
Nashville, TN 37243

The State of Tennessee is committed to the principle of equal opportunity, equal access and affirmative action. Discrimination on the basis of age, race, sex, color, religion, national origin, disability or any other non-merit factor is prohibited.

If you have any questions or need any additional information, please feel free to contact either:

RFP Coordinator, Legal Division
ci.procurement@tn.gov
Ph.: (615) 741-9730

Tammy Emery, Paralegal
tammy.emery@tn.gov
Ph.: (615) 741-8556