



STATE OF TENNESSEE  
Department of the Treasury  
Office of the State Architect

**REQUEST FOR INFORMATION  
FOR  
VENDOR DATABASE AND REGISTRATION SYSTEM**

**RFI # 30901-59724  
April 8, 2024**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of the Treasury, Office of the State Architect (“Office”) ([www.tn.gov/osa](http://www.tn.gov/osa)) issues this Request for Information (“RFI”) for the purpose of soliciting information from the vendor community to assist this Office as it prepares to issue a Request for Proposals (“RFP”) for a new vendor database and registration system (“System”). We appreciate your input and participation in this process.

**2. BACKGROUND:**

The Office provides staff to support the State Building Commission (“SBC”). The SBC is responsible for the oversight of building construction, renovation, and demolition on State property including land and lease transactions for State government entities over certain thresholds. The State Architect, who is appointed by the SBC, serves as its Chief Staff Officer and is responsible for implementing its By-laws, Policy and Procedures of the SBC. The State Architect implements standards for design and construction and monitors compliance of real estate transactions and construction projects with State statutes and policies.

In fulfilling this responsibility, the Office is responsible for the creation and management of a registration site (“Site”) for all design professionals seeking to provide services for State projects (“Registrants”). Design professionals are currently responsible for inputting all the required information correctly and updating their information on an annual basis. Designers who are not registered with the Site are ineligible to be selected for State work. Currently, the Site serves two primary functions. First, it is a repository for self-reported information about a design firm including legal name, principals, areas of expertise, and contact information that can be consulted to validate information provided in response to a solicitation for a design firm. Additionally, it can be used by State Procurement Agencies (“SPAs”) to determine which design firms have specific areas of expertise and should be contacted as part of a solicitation for design services.

The Office is seeking a System that will meet the SBC requirement for a Site and serve as a repository for self-reported information, provide additional functionality and be capable of expansion to include building contractors and other project service entities.

The Office desires that the System, at a minimum:

- Include secure access control for various “User Types”, such as Office, Registrant, SPA, SBC Member and SBC Staff.
- Function as a repository of Registrant information, such as:
  - the business legal name, assumed name(s) and all “doing business as” (DBA) names.
  - the business entity status.
  - the number of employees dedicated to projects.
  - licensure information for employees.
  - area(s) of expertise selected from a drop-down menu.
  - Registrant’s office location(s).
  - the number of years in business.
  - the geographic areas served, such as West, Middle and East grand divisions of Tennessee.
  - a listing of all active and completed State projects for the last 10 years where the Registrant is the prime contract holder with details about the projects (i.e. scope, budget, and schedule).
  - the Registrant contact information for potentially multiple individuals.
- Be capable of automatically validating certain information provided by the Registrant, such as
  - the Registrant’s legal name and entity status through the website of the Tennessee Secretary of State (<https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>).
  - any licensure information through the Department of Commerce and Insurance (<https://search.cloud.commerce.tn.gov/>).
- Be capable of sending automated messages to Registrants on certain preset calendar dates.
- Allow for and track communications with specific Registrants.
- Enable the creation of custom reports from Registrant data.
- Keep an audit log of all data entered.
- Enable the Office to track workload/projects assigned to Registrants.

It would be ideal if the System could also:

- Enable the Office to upload information about the Registrants, such as performance evaluation information.
- Allow for future expansion to include building contractors and other project service entities as Registrants.
- Allow for electronic solicitation for work by the State and be able to serve as a repository for solicitation responses, evaluations, and awards.
- Include Electronic Content Management (ECM) functionality such as the capacity to collect, retain and disseminate:
  - acknowledgements, certifications, and attestations or
  - to generate and accept electronic signature(s).
- Be a web-based, “off the shelf” vendor registration database product that can be fully customized within 90 days and hosted by the vendor or on a vendor-managed cloud.

### 3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI via e-mail at [dawn.rochelle@tn.gov](mailto:dawn.rochelle@tn.gov) by no later than the Response Deadline date specified in Section 4. In the event your response with all attachments and supporting documentation will exceed 15 megabytes in total, please place the documents in a zip file or make two or more submissions such that the documents per e-mail submission do not exceed 15 megabytes.
- 3.2. Please feel free to contact the Office with any questions regarding this RFI. The main point of contact is: Dawn Rochelle, Procurement Coordinator Tennessee Department of Treasury Telephone: (615) 253-8770 Email: [Dawn.Rochelle@tn.gov](mailto:Dawn.Rochelle@tn.gov).

Note: If you have any questions or comments concerning this RFI, it is important you e-mail them to the Office's main point of contact by no later than the Written Questions & Comments Deadline detailed in RFI Section 4, Schedule of Events. The Office will e-mail its responses to prospective Respondents from whom the Office has received a Notice of Intent to Respond as indicated in RFI Section 3.4. below and on the date detailed in RFI Section 4, Schedule of Events.

- 3.3. Please reference RFI # **30901-59724** with all communications to this RFI.
- 3.4. Notice of Intent to Respond Prospective Respondents should submit a Notice of Intent to Respond (in the form of a simple e-mail) to the Procurement Coordinator (identified above) prior to the Notice of Intent to Respond Deadline, detailed in the Section 4, Schedule of Events, of this RFI. Such notice should include the following information:
- The business or individual's name (as appropriate);
  - A contact person's name and title; and
  - The contact person's mailing address, telephone number, and e-mail address.

A Notice of Intent to Respond creates no obligation and is not a prerequisite for submitting a response, however, it is necessary to ensure receipt of any RFI amendments or other notices and communications relating to this RFI.

#### 3.5. Written Questions and Comments

If you have any questions or comments concerning this RFI, you are required to e-mail them to the Office's Procurement Coordinator identified above in Section 3.2 by no later than the Written Questions and Comments Deadline detailed in Section 4, Schedule of Events, of the RFI.

The Office will e-mail its responses to written questions and comments to prospective Respondents from whom the Office has received a Notice of Intent to Respond as indicated in RFI Section 3.4. above and on the date detailed in RFI Section 4, Schedule of Events.

The Office will also post a copy of the amendment to the following website:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/request-for-proposals--rfp--opportunities1.html>.

#### 3.6. Optional Oral Presentations

If the Office determines it beneficial to the Office, the Office may give entities that submit responses to this RFI the opportunity to participate in an optional oral presentation. Participating in the oral presentations is not mandatory. Presentations will be conducted remotely via web conference, hosted by the State via Microsoft Teams. Oral presentations

provide an opportunity for Respondents to explain and elaborate on their responses and potentially provide a product demonstration. Each presentation should be limited to one (1) hour.

If the Office determines that the optional oral presentations would be beneficial, the Office's Procurement Coordinator will schedule Respondent presentations during the period indicated in Section 4, Schedule of Events, of this RFI.

**4. RFI SCHEDULE OF EVENTS:**

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		April 8, 2024
2.	Notice of Intent to Respond		April 15, 2024
3.	Written Questions and Comments Deadline	4:00p.m.	April 29, 2024
4.	State response to Written Questions and Comments		May 6, 2024
5.	RFI Response Deadline	1:00p.m.	May 20, 2024
6.	Scheduling of Optional Oral Presentations (if determined to be beneficial by the Office)		June 17, 2024
7.	Optional Oral Presentations (if determined to be beneficial by the Office)		June 24-July 8, 2024

**The Office may, at its sole discretion, adjust the RFI Schedule of Events as it deems necessary.** Any adjustment to the Schedule of Events will be communicated via e-mail by the Department to prospective Respondents from whom the Office has received a Notice of Intent to Respond (refer to Section 3.4).

**5. GENERAL INFORMATION:**

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. To prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. If the Office chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.

**6. INFORMATIONAL FORMS:**

The Office is requesting the following information from all interested parties.

<b>RFI #30901-59724</b>	
<b>TECHNICAL INFORMATIONAL FORM</b>	
1.	<b>RESPONDENT LEGAL ENTITY NAME:</b>
2.	<b>RESPONDENT CONTACT PERSON:</b> Name, Title: Address: Phone Number: Email:
3.	Provide a brief description of the Respondent's experience developing the systems similar to those outlined in this Request for Information. Include client names or client types and an estimate of overall number of users for whom a System like the one described in this RFI is provided. If Respondent maintains a website with information about the proposed or similar System, provide a link to the website.
4.	Describe how your System could meet the Office's needs as outlined in Section 2 of this RFI including potential customization, configurability, and future expandability where applicable.
5.	Describe how the System could be accessed by parties external to the Office and any requirements for such internal access (Admin Licenses and Registrant Licensing, etc.). Include a discussion of system permissions, security, mobile functionality, and ECM (Electronic Content Management) support.
6.	Describe the functionality that comes with the "off the shelf" product and the typical implementation time, including an estimated number of hours for Office personnel. Describe the functionality that requires customization and the typical implementation time, including an estimated number of hours for Office personnel.
7.	Describe the range of hosting and maintenance services that are necessary for the System.
8.	Describe the architecture of the solution you would propose, how software releases are performed and their frequency.

<b>COST INFORMATIONAL FORM</b>
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| <p>1. Describe all cost components that you would typically charge for your proposed solution(e.g. per user licensing, storage and/or transaction fees for hosting; configuration personnel costs; general support and maintenance; etc.)</p> |
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2. Describe the typical price range for similar services or goods. Are there other pricing options that you have implemented outside of your typical cost model?

**ADDITIONAL CONSIDERATIONS**

1. Please provide input on alternative approaches or additional things to consider that might benefit the Office: