



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

REQUEST FOR INFORMATION
FOR
CERTIFIED PROFESSIONAL TRAINERS

RFI # 32901-31358
February 12, 2024

1. STATEMENT OF PURPOSE:

The State of Tennessee, DEPARTMENT OF CORRECTION issues this Request for Information (“RFI”) for the purpose of obtaining certified professional and nutrition trainers for female offenders. These certified professional trainers could also serve as proctors for offenders who complete classes and sit for certification professional training certification themselves. We appreciate your input and participation in this process.

2. BACKGROUND:

The Department of Corrections supervises approximately 124,681 individuals [(24,708 inmates) (25,328 in local jails) and (74,645 on probation, parole, and community corrections)]. The population includes both male and female offenders. As part of a larger education and re-entry initiative, TDOC is seeking Certified Professional Trainers to teach female population workout initiatives, overall health and wellness measures, and nutrition classes in person each week at one Nashville prison facility (Debra K. Johnson Rehabilitation Center), a female facility (Bledsoe County Correctional Complex) and the Women’s Therapeutic Residential Center located in West Tennessee. Inmates interested in becoming certified professional trainers and who complete the nutrition and workout class series will then be allowed to take a certified professional training exam, proctored by the Certified Professional trainer who taught their course.

Personal trainers are at the front line of the health and fitness movement and use research-based techniques to help people of all fitness levels reach their personal fitness goals.

The Health and Wellness component will include providing training/classroom work for fitness, nutrition, and behavior modification.

The **Nutrition** component will examine women’s food health. The component will help participants learn how to live within the specifications of their particular health and weight management and includes recipes, learning about macros, and reaching overall optimal nutritional individual goals.

TDOC envisions one rotation to be conducted as follows:

Nutrition class 30-45 min followed by 30-45 min workout (approx. 6-8 weeks) at least one night a week then start the health and wellness class.
 Health and wellness class 30-45 min followed by 30-45 min workout (approx. 6-8 weeks) at least one night a week then start the certified trainer course.
 Certified trainer course 30-45 min followed by a 30-45 min workout, when this is done, start the nutrition class over with a new group of participants.

3. COMMUNICATIONS:

- 3.1 Please submit your response to this RFI to:
 Priscilla Wainwright
 Tennessee Department of Correction
 320 Sixth Avenue North
 Nashville TN 37243
 priscilla.wainwright@tn.gov

- 3.2 Please feel free to contact the Tennessee Department of Correction with any questions regarding this RFI. The main point of contact will be:
 Priscilla Wainwright
 Tennessee Department of Correction
 320 Sixth Avenue North
 Nashville TN 37243
 priscilla.wainwright@tn.gov

- 3.3 Please reference RFI # 32901-31358 with all communications to this RFI.

2. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		February 9, 2024
2.	RFI Response Deadline		February 27, 2024

3. GENERAL INFORMATION:

- 3.1. 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.

- 3.2. The information gathered during this RFI is part of an ongoing procurement. In order 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. In the event that the state 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.

3.3. The State will not pay for any costs associated with responding to this RFI.

4. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #32901-31358 TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4.	<p>Please provide a narrative response to the following questions.</p> <p>Which Certified Professional Training Certification do you possess? Please provide a photocopy of your certification with your response.</p> <p>When was your first certification issued?</p> <p>When is your certification due for renewal?</p> <p>How many times has your certification been renewed?</p> <p>Has your certification ever been suspended or revoked? If so, have you been reinstated?</p> <p>Does your certification require any additional credentials such as a high school diploma, CPR or AED certification?</p> <p>How do you fulfill your accrediting body's annual continuing education requirements?</p> <p>Have you ever provided professional training for a governmental entity of any size – city, county or state?</p> <p>Have you ever provided professional training for a law enforcement or correctional agency?</p> <p>What kind of professional insurance (if any) do you carry?</p> <p>Do you provide training sessions in person?</p> <p>Do you provide training sessions virtually (over a platform such as Zoom or Teams)?</p>

COST INFORMATIONAL FORM

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services or goods
3. **FILL IN WITH REQUESTED INFORMATION AS NEEDED**

ADDITIONAL CONSIDERATIONS

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