



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR INFORMATION
FOR
ENVIRONMENTAL SCANS OF THE TOBACCO RETAIL ENVIRONMENT
IN TENNESSEE**

**RFI # 34347-00224
MARCH 20, 2024**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Health issues this Request for Information (“RFI”) for the purpose of creating a program to provide environmental scanning and data collection tools, technical assistance and training in a defined geographic area. We appreciate your input and participation in this process.

2. BACKGROUND:

The Tennessee Department of Health issues this Request for Information (“RFI”) for the purpose of learning the current state of interest in providing or the marketplace for providing a regional project to facilitate surveys and evaluations of retail tobacco sales in Tennessee. The Tobacco Use Prevention and Control Program (TUPCP) is tasked with decreasing tobacco use through implementing policies in accordance with Centers for Disease Control (CDC) guidelines. The Point of Sale (POS) area in the retail environment is a critical component of CDC’s prevention guidelines. The State is soliciting information to determine the extent to which organizations have the current capacity or interest to meet the requirements which have been set forth to provide such services.

Potential Components of a program include:

- Web-based and in-person training on public health concepts and/or point of sale efforts to state and local-level tobacco prevention and control/local public health practitioners across Tennessee.
- Pilot environmental scan of the tobacco retail environment- to include training for partners in the pilot region
- Providing necessary equipment and materials to participating region(s)
- Technical assistance and project management
- Policy recommendations based on data findings

3. COMMUNICATIONS:

3.1. Please submit your response and any questions to this RFI to:

Melissa Painter, Competitive Procurement Coordinator
 Procurement Management Office
 Division of Administrative Services
 Andrew Johnson Tower, 5th Floor
 710 James Robertson Parkway
 Nashville, TN 37243
 Phone: (615) 741-0285
 Cell. (615) 961-2482
 Melissa.Painter@tn.gov

3.2. Please reference RFI # 34347-00224 with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		March 20, 2024
2.	Written "Questions & Comments" Deadline	2:00 p.m.	March 25, 2024
3.	State Response to Written "Questions & Comments"		March 28, 2024
4.	RFI Response Deadline		April 3, 2024

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

6. INFORMATIONAL FORMS:

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

RFI #34347-00224

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. Describe your interest and capacity in creating a project to facilitate surveys and evaluations of retail tobacco sales in Tennessee.
5. Describe what specific experience you have working in the tobacco retail environment.
6. Describe what specific experience you have in providing training and technical assistance to local and state partners on point-of-sale efforts.
7. Describe your experience in developing, maintaining, using, and training others on data collection tools and data analyzation.
8. Describe your experience in providing technical assistance and project management.
9. Describe how you would plan to expand the pilot program to a statewide level.
10. Describe your experience providing policy recommendations based on data findings.
11. Estimated timeline to develop the project.

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. Describe the estimated cost range of creating a pilot program to implement environmental scans of the tobacco retail environment. These costs could include anticipated salaries, equipment, software, communications, supplies (including educational materials), or data management.

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State:
2. Other approaches to consider in the utilization of funds for tobacco-related policy, systems, and environmental change to reduce the burden of commercial tobacco in Tennessee.