



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR INFORMATION
FOR
LTL TRUCKING SERVICES

RFI # 32118-2024-001
February 23, 2024

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services issues this Request for Information ("RFI") for the purpose of understanding how Less Than Truckload (LTL) Services are ordered and invoiced. We appreciate your input and participation in this process.

2. BACKGROUND:

In May of 2023, the Central Procurement Office issued Invitation to Bid (ITB 32101-12765) for LTL Trucking Services. Ultimately, this ITB was canceled due to the State's confusion surrounding how payments for these services are structured within the LTL industry. The State is using this RFI to obtain vigorous competition and to fully understand how payment should be structured to align with industry standards.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
Stephanie Reedy | DGS Contract Manager
Tennessee Tower, 22nd Floor
312 Rosa L. Parks Ave
Nashville, TN 37243
c. 615-708-9382
Stephanie.Reedy@tn.gov

and Carbon Copy
Reid.Stubblefield@tn.gov

- 3.2. Please feel free to contact the Department of General Services with any questions regarding this RFI. The main point of contact will be:

Stephanie Reedy | Procurement Team Lead
Tennessee Tower, 22nd Floor
312 Rosa L. Parks Ave

Nashville, TN 37243
 c. 615-708-9382
Stephanie.Reedy@tn.gov

and Carbon Copy

Reid.Stubblefield@tn.gov

3.3. Please reference RFI # **32118-2024-001** 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		February 23, 2024
2.	RFI Response Deadline	2:00 p.m.	March 12, 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.
- 5.4. The State will request Oral Presentations from interested RFI respondents.

6. INFORMATIONAL FORMS:

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

RFI #32118-2024-001	
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.	Please see Attachment 1 of this RFI. This is a draft of the Specifications and contract line items for this procurement. Provide comments and feedback on this draft in the form of Microsoft Word Comments to help the State complete the internal drafting process. The sections highlighted in yellow are of particular importance for potential Respondents to provide feedback and comments.
5.	Please provide a statement indicating if you would be available for a virtual Oral Presentation with the State, to be scheduled at a later date via Microsoft Teams.

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

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