



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR INFORMATION  
FOR  
DIVERSITY MANAGEMENT AND TRACKING SOFTWARE**

**RFI # 40100-51250  
May 14, 2024**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of Transportation ("TDOT") issues this Request for Information ("RFI") for the purpose of managing and tracking the goals and achievements of our diversity programs. We appreciate your input and participation in this process.

**2. BACKGROUND:**

In order to meet federal regulations, the TDOT Aeronautics Division is looking for a software application that manages and tracks the participation of Disadvantaged Business Enterprises (DBEs) in TDOT aeronautics projects and contracts. TDOT would like the software to streamline the reporting process and ensure policies are followed for participation in federally funded contracts by DBE firms owned or controlled by minorities, women, persons with disabilities, and other socially or economically disadvantaged people.

2.1. The software application will assist TDOT in meeting federal regulations including, but not limited to, the following:

- a. Disadvantaged Business Enterprise (DBE) goal setting and tracking (49 CFR Part 26).
- b. Certified Payroll and Wage Rate Interviews (29 CFR Part 3).
- c. Department of Transportation (DOT) Title VI Order Implementation (49 CFR Part 21).

2.1. The application must be able to:

- a. Retrieve data from BlackCat Aviation (BCA) software via an Application Programming Interface (API).
- b. Retrieve data from the Tennessee Uniform Certification Program (TNUCP).
- c. Allow multiple internal and external users to input/output data.  
(For reference: TDOT anticipates approximately a dozen admin users, and potentially hundreds of external users; including but not limited to TAD personnel, consultants, airport sponsors, contractors, etc.)
- d. Provide tools to filter and customize data.
- e. Provide tools to calculate and project values.
- f. Enable users to create dashboards and custom reports as needed.
- g. Export the database via an API token.

**2. COMMUNICATIONS:**

3.1. Please submit your response to this RFI to:

Lauren Shirey, TPM2  
Tennessee Department of Transportation  
James K Polk Building, 5<sup>th</sup> Floor  
505 Deaderick St  
Nashville, TN 37243  
TDOT.RFP@tn.gov

3.2. Please feel free to contact the Department of Transportation with any questions regarding this RFI. The main point of contact is:

Lauren Shirey, TPM2  
Tennessee Department of Transportation  
James K Polk Building, 5<sup>th</sup> Floor  
505 Deaderick St  
Nashville, TN 37243  
TDOT.RFP@tn.gov

3.3. Please reference RFI # 40100-51250 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		5/14/2024
2.	Questions/Comments submitted to TDOT		5/21/2024
3.	TDOT response to Questions/Comments		5/28/2024
4.	RFI Response Deadline		6/4/2024
5.	State Schedules Demos/Presentations		6/6/2024
6.	Demonstrations via Microsoft Teams	8:00 AM – 4:30 PM	6/11/2024
		7:30 AM – 9:30 AM	6/12/2024

**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.

**6. INFORMATIONAL FORMS:**

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

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**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 describe how the software manages entered data such as contract or project details and values.

5. Please describe how the software tracks and monitors when data is entered into the software and who enters the data.

6. Please describe how the software can ensure compliance to the specific regulations named in Section 2.1 and others that may be applicable if statutes and requirements change.

7. Please describe what calculations can be made from the entered data.

8. Please describe the types of customized reports that can be made from the calculations.

9. Please describe what data can be imported and exported from/to different databases via APIs.

10. Can you provide a case study which explains how the software helped another government entity with a similar need?

11. Please describe the hosting options or requirements.

12. Please describe how long implementation of the software would take and the services your company provides for implementing and/or customizing the software.

13. Please describe the potential limitations of the software (security, corrupted databases...)

14. Please confirm your ability to restrict State data, and the resources who have access to State data, to the US (onshore).

**COST INFORMATIONAL FORM**

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, annual, each, individual license, enterprise unlimited user license, etc.):
2. Describe the typical price range for similar services or goods.
3. What is the pricing structure of the software (e.g., one-time purchase, subscription)?
4. Are there additional costs for implementation, training, or customization?
5. Are there any recurring costs or fees associated with the software?
6. Describe the customer service is included with the software.
7. Describe the maintenance and support included with the purchase.
8. What type of warranty does the software purchase come with?

**ADDITIONAL CONSIDERATIONS**

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