

Job Aid: Supplier Onboarding Guide/Finding Bid Opportunities

Purpose

The purpose of this job aid is to provide instructions to Suppliers on how to utilize multiple resources to find bid opportunities with the State of Tennessee.

Overview of Solicitation and Contract Types

There are multiple procurement methods, or solicitation types, utilized by the State of Tennessee to evaluate bids or proposals for award of a Contract. Potential Suppliers will find bid opportunities on the CPO website categorized by procurement method.

Common Procurement Methods:

Invitation to Bid (ITB)

An ITB is a solicitation event issued through Edison (the State's procurement Enterprise Resource Planning (ERP) system) and awarded based on the lowest cost among the respondents who meet all the required terms & conditions and specifications.

Request for Information (RFI)

An RFI is a Request for Information from potential Suppliers for the purpose of developing strategy, seeking additional information, or preparing for a RFP or RFQ. Please note that there is also an Edison "RFI" that contains pre-response conference information. The Edison RFI is a draft of an ITB solicitation on which Suppliers are encouraged to provide feedback and questions prior to completion and issuance of the final ITB solicitation.

Request for Proposals (RFP)

An RFP is a request for written proposals from Suppliers offering the best overall value to the state based on a score derived from a combination of their technical proposal and price. The technical proposal is evaluated and scored separate from the cost portion of the proposal.

Request for Qualifications (RFQ)

An RFQ is a request for written responses to a list of mandatory qualifications that must be met. Though sometimes an RFQ itself may result in a contract award, an RFQ is most often followed by a correlating RFP issued only to the respondents who met all mandatory qualifications in the RFQ.

Common Types of Contracts:

Agency Term Contracts (ATC)

“Agency Term Contract” means a State Agency contract in which a source or sources of supply are established for a specified period of time at an agreed upon unit price or prices.

Statewide Contracts (SWC)

“Statewide Contract” means a contract for goods or services established by the Chief Procurement Officer that all State Agencies must utilize. Statewide contract may also be used by Tennessee local governments, the board of trustees of the University of Tennessee system, the Tennessee board of regents system, the State university boards; private nonprofit institutions of higher education chartered in Tennessee; or any corporation which is exempted from taxation under 26 U.S.C. § 501(c)(3) and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Grant Contracts

“Grant Contract” means a written contract between the federal government, the State, a Grantee, or a Sub recipient that contains the terms and conditions that govern the parties’ duties and responsibilities with respect to the Award.

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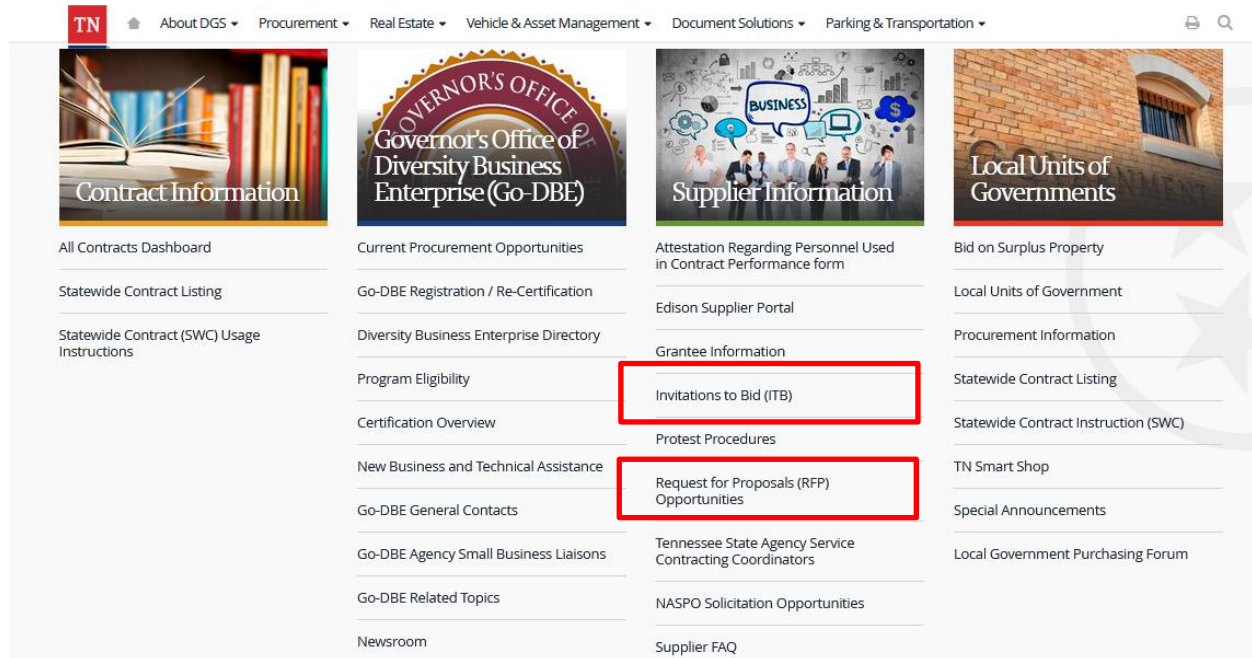
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The Central Procurement Office/Edison Portal Website

Bid opportunities can be found on the Central Procurement Office website (www.tn.gov/generalservices/procurement) in several locations. Once a Supplier has reached the website, scroll down to view the tiles. There you will find **“Supplier Information.”** See the options below that direct you to bid opportunities:



By clicking on Request for Proposals (RFP) Opportunities and Invitations to Bid (ITB), you can view all solicitation documents and easily scroll through bids that are currently open. The RFP opportunities page contains RFP, RFQ, and RFI listings. By clicking on Bid Opportunities, you will be redirected to Edison and may view active Events on the first page:

Event Name
Water Treatment for Boiler Systems, Nashville, TN
Terrestrial Macroinvertebrates Survey - Military
TWRA Dive Boat
SWC352 Envelopes
Presort Mail Services - DGS Postal
ForeScout Cyber Security
Fire Truck
Deduplication Software - Finance & Administration
Database as a Service - Finance & Administration
Bus Contract -TN School for the Deaf (TSD)
Bird Survey - Dept of Military

To bid on events electronically you must log into Edison as a Supplier and complete all necessary requirements of the solicitation. To bid on an event in paper form, please review all solicitation documents and follow directions closely. Please contact the solicitation coordinator with any questions specific to the solicitation requirements. Contact information for the solicitation coordinator can be found in the terms and conditions and the body of the Edison event itself.

HELPFUL CONTACT INFORMATION

Edison Help Desk

Edison Help Desk should be contacted for **Password Reset Assistance**.

Edison Help Desk:

(615)741-4357

Supplier Maintenance

Supplier Maintenance should be contacted with questions and changes pertaining to Supplier accounts including Direct Deposit Authorization Form and Federal Tax Forms (e.g. W-9).

Supplier Maintenance:

(615)741-9745

Supplier.Maintenance@tn.gov

Central Procurement Office

The Central Procurement Office (CPO) is made up of several teams that support and provide service to the State agencies, local government, and Suppliers looking to contract with the State of Tennessee.

Central Procurement Office:

(615)741-1035

UNSPSC Comodity Codes

Registered Suppliers with the State of Tennessee may receive email notifications for current bids by registering for specific commodity codes in Edison. For further instructions, please refer to the “Instructions to Update Supplier Commodity Codes” job aid located in the link below and found in Edison.

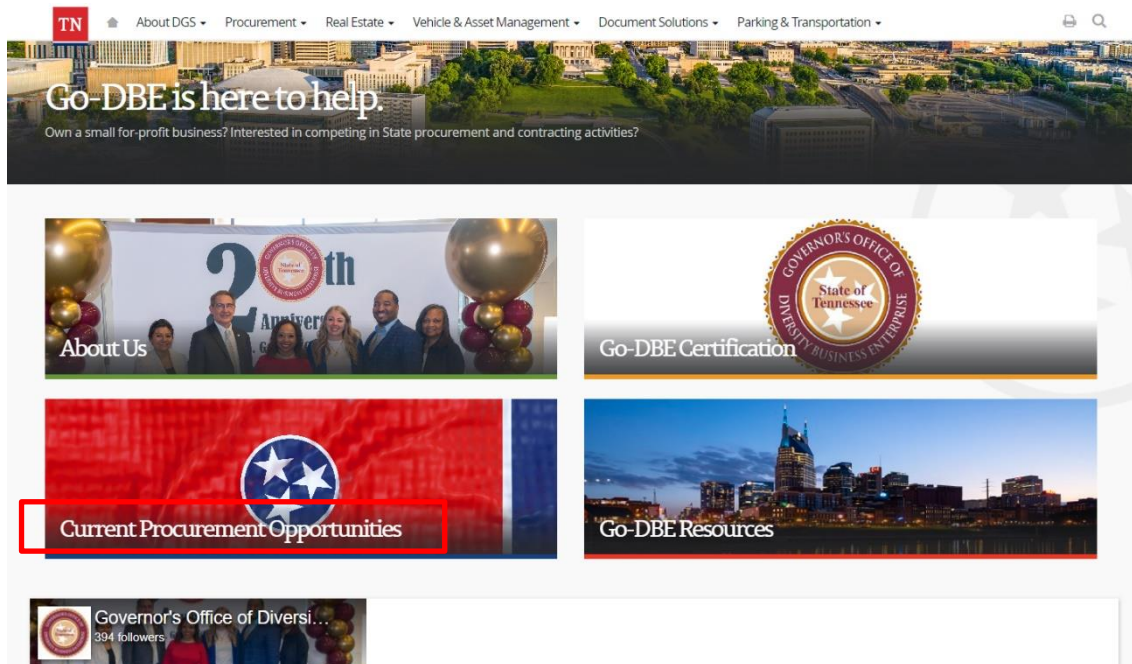
Job Aid Link: https://upk.edison.tn.gov/esupplier/Supplier_UNSPSC_Job_Aid.pdf

Go-DBE Website

Bid opportunities can also be found on the Governor’s Office of Diversity Business Enterprise website:

1. <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/go-dbe/current-procurement-opportunities.html>

Select the **Current Procurement Opportunities** tab.

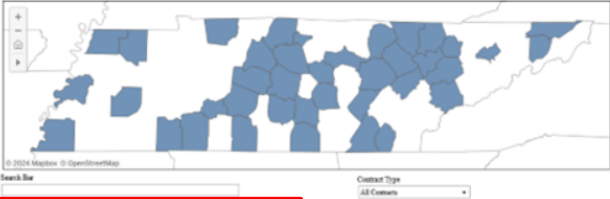


- The page below will open; this page has links to several different procurement sites within the State of Tennessee. The page includes a forecast of upcoming procurements (Forecast of Acquisition), Construction Projects, General Procurement and external projects that are not owned by the State of TN.

TN About DGS Procurement Real Estate Vehicle & Asset Management Document Solutions Parking & Transportation

Current Procurement Opportunities

Forecast of Acquisition Plans Dashboard



[Forecast of Acquisition Plans for FY 2025](#)

- > Construction/Capital Projects
- > General Procurement
- > External Opportunities



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