



**STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR INFORMATION
FOR
DGS CAMPUS IT SOLUTIONS**

**RFI # 32101-2024-002
July 26, 2024**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services issues this Request for Information (“RFI”) for the purpose of researching technology infrastructure services, consultants, and other related work, that will support software solutions to operate the multi-agency training center. We appreciate your input and participation in this process.

2. BACKGROUND:

The State has broken ground on a comprehensive training academy campus for law enforcement and community partners across Tennessee. This campus will operate much like a small college campus while providing on-site professional training with flexible classroom and housing facility options. The increased collaboration and information sharing across agencies will be a critical advantage for future law enforcement organizations and resources.

RFI 32101-2024-004 should identify technology infrastructure services and consultants that could identify and deliver software solutions and manage implementation. The State intends to contract a consultant to assist in the procurement and implementation of multiple software solutions, including, but not limited to a curriculum and facility scheduling program, a room reservation system, a point-of-sale system, badging, data networks, communications, system storage, and integration of existing access control systems. Additionally, this consultant needs to provide recommendations for yet-identified campus technology-related needs.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Stephanie Reedy, Procurement Team Lead
Department of General Services
312 Rosa L Parks Ave. 22nd floor, Nashville, TN 37243
615-708-9382
Stephanie.Reedy@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
Department of General Services
312 Rosa L Parks Ave. 22nd floor, Nashville, TN 37243
615-708-9382
Stephanie.Reedy@tn.gov

Please Carbon Copy
Hannah.Salita@tn.gov

3.3. Please reference RFI # 32101-2024-002 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 | | 07/26/2024 |
| 2. | Written Questions and Comments Deadline | 2:00 p.m. | 08/02/2024 |
| 3. | State Response to Written Questions and Comments | | 08/16/2024 |
| 4. | RFI Response Deadline | 2:00 p.m. | 08/26/2024 |

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 may request Oral Presentations or Demonstrations from RFI respondents.

5.5. Responses should be prepared, with emphasis on completeness and clarity, and should NOT exceed fifteen (15) pages in length. Responses, as well as any reference material presented, must be written in English, and must be written on standard 8 ½" x 11" pages and all text must be at least a 12-point font. All pages must be numbered.

6. INFORMATIONAL FORMS:

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

RFI #32101-2024-002
TECHNICAL INFORMATIONAL FORM

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| 1. RESPONDENT LEGAL ENTITY NAME: |
| 2. RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email: |
| 3. Provide a description of your company's experience providing this type (refer to the Background section of this document) or similar engagements for an entity comparable to the one described in this RFI. Please include the name of the project, the length of the project, and a contact person at the agency. |
| 4. Proposer shall submit a brief description of its organization. The description should identify: 4.1. History of organization, including number of years in business; 4.2. Total number of employees; 4.3. The divisions, sections, and teams that support the services available through you and number of employees dedicated to each such section |
| 5. Provide a description of your comprehensive approach to gathering requirements for researching and delivering campus wide multi-system solicitation. This should include, but is not limited to: 5.1. Conducting stakeholder interviews 5.2. Analyzing existing documentation and systems 5.3. Facilitating workshops or focus groups 5.4. Utilizing surveys or questionnaires 5.5. Documenting and prioritizing requirements 5.6. Validating requirements with stakeholders and current Higher Ed experts 5.7. Tools, techniques, or frameworks used to gather requirements |
| 6. Briefly describe how you envision your company might approach/complete this type of consulting work. |
| 7. Provide a description of the types of deliverables you would provide relevant to the scope of this RFI. This should include, but is not limited to: 7.1. Composition of requirements documentation – including but is not limited to current functions and any 'should do' vs. 'incredible to have' needs 7.2. Traceability matrix linking requirements to business objectives 7.3. Prioritized backlog or feature list 7.4. Stakeholder validation reports |
| 8. Provide a sample staffing plan indicating the number and roles of consultants that a project of this nature would require. |

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| 9. Has your company provided similar consulting services for other entities such as higher education or government agencies, or campuses that resulted in a successful fulfillment of the desired requirements? If so, please provide a list of the entities, contact information and date of software solution implementation. |
| 10. Please describe the timeline for a project of this size and complexity. |
| 11. Describe potential problems, issues, and risks the State may experience that should be considered while executing a service assessment of this type. |
| 12. Through which public sector cooperative purchasing organizations can you currently provide your services? (GSA, NASPO, OMNIA, etc.) |
| 12.1. If none, are you willing to participate in a cooperative? |
| 13. Please confirm understanding of the following statement: Access to State data shall be limited to US-based (onshore) resources only. |

| COST INFORMATIONAL FORM |
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| 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. Provide an estimated cost range for the engagement to aid the State's budget development. |

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