



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR INFORMATION  
FOR  
eTIP and eSTIP TRANSPORTATION IMPROVEMENT PLAN SOFTWARE**

**RFI # 40100-51255  
June 4, 2024**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee Department of Transportation ("State" or "TDOT") issues this Request for Information ("RFI") for the purpose of understanding the functionality and capabilities of various software solutions to assist with creating and maintaining statewide Transportation Improvement Plan(s) (TIP). We appreciate your input and participation in this process.

**2. BACKGROUND:**

The State Transportation Improvement Program (STIP) is developed every three years. The STIP provides a statewide listing of transportation projects for which TDOT intends to provide funding. It covers a period of four years, and the projects named in the STIP are consistent with the State's 25-Year Long-Range Transportation Plan and transportation plans from Tennessee's eleven Metropolitan Planning Organizations (MPOs). The MPOs adopt Transportation Improvement Programs (TIPs) which are combined with the State's projects to become the statewide STIP. The addition of the "e" to form "eTIP" and "eSTIP" is a reference to the State's requirement for an "electronic" software platform to support the TIPs and STIPs.

The STIP is a fiscally constrained document, meaning that sufficient funds are reasonably expected to be available with which to implement the proposed improvements, as well as to operate and maintain the entire system. The STIP includes state and local roadway, bridge, bicycle, pedestrian, safety and public transportation (transit) projects. Project related activities, such as PE (Preliminary Engineering), ROW (Right of Way) and CONST (Construction), are eligible for funding through the Federal Highway Administration (FHWA), and Capital and Operating expenses for public transit are eligible for funding through the Federal Transit Administration (FTA). The projects are organized in alphabetical order, by county, and are shown in a standardized format which includes similar information for each project.

The MPOs are responsible for maintaining and updating the Transportation Improvement Programs for their respective planning areas. STIPs and TIPs must be submitted to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for approval.

The State anticipates approximately 50-60 total users of the software; this includes an estimated 20 internal State and 33 external users located at the MPOs. The State anticipates needing three

levels of access. There will be a few State system administrators who need administrative access to provision users along with read, write/edit access. The majority of users will have read write/edit access, and some will be restricted to read/view-only access.

The solution must also have a public-facing dashboard to allow the general public to view the STIP and TIPS.

**3. 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 Tennessee Department of Transportation with any questions regarding this RFI. The main point of contact will be:  
 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 # 40100-51255 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		06/04/2024
2.	Questions/Comments due from respondents		06/11/2024
3.	TDOT responds to Questions/Comments		06/18/2024
4.	RFI Response Deadline	2:00 PM	06/25/2024
5.	TDOT Schedules Presentations/Demonstrations via Microsoft Teams		06/28/2024
6.	Presentations/Demonstrations	8:00 AM – 4:30 PM	Week of 07/08/2024 & 07/15/2024

**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. eTIP/eSTIP Features. Describe the following features of your tool:

a. Capability and flexibility to support multiple users across multiple jurisdictions.

b. Administrative features for State System Administrators, such as user provisioning, for read-write/edit users, read/view-only users who are able to create reports from the data, and read/view-only users who can only view the data.

c. Public facing interface (i.e., Online Mapping, GIS integration).

d. Project tracking and dashboards (public facing and internal to State users).

e. Incorporate Bi-State MPOs (multi-state Metropolitan Planning Organizations).

f. Procedure for internal/external users to enter projects (e.g., call for projects).

g. Programming multiple funding sources (e.g., federal, State, municipal) and multiple phases.

h. Air quality conformity (i.e., incorporate air quality approval process).

i. Ability to customize TIP summary pages and include optional data fields.

j. Ability to export to PDF.

5. eTIP/eSTIP Management. Describe how your tool performs the following tasks:

a. Preparing draft financial pages/documentation for review and comment prior to final approval action.

b. Preparing financial/budget tables with customizable fields and exporting capabilities.

c. Managing change logs and/or revision history.

d. Ability to easily transition between TIP cycles (i.e., carryover projects/balances).

e. Tracking TIP modifications and amendments.

f. Grouping multiple modifications / amendments.

6. eTIP/eSTIP Coordination. Describe how your tool performs the following tasks:

a. Federal Fiscal Management Information System (FMIS) / Obligation tracker.

b. Communication/concurrence workflows between local, regional, state, and federal agencies.
c. Modification / Amendment notification features (i.e., email, text, etc.).
d. Third-Party integration, including information on how data can be exported both manually and programmatically out of and into your system.
e. System APIs and their capabilities.
7. Explain your technical support policies and whether these features are included in your payment schedule or not.
8. Please provide details on any GIS capabilities of your system and the technologies behind them.
9. Can you provide a case study which explains how the software helped another government entity with a similar need?
10. Please describe the hosting options or requirements.
11. Please describe how long implementation of the software would take and the services your company provides for implementing and/or customizing the software.
12. Do you have data models and/or data dictionaries that can be shared for your solution?
13. Please describe the potential limitations of the software (security, corrupted databases, etc.)
14. Please explain how authentication and authorization is handled in your system and if you can leverage Microsoft Entra ID for SSO.
15. Please confirm your ability to restrict State data, and the resources who have access to State data, to the US (onshore).
16. Please provide information on how your solution is protected from a disaster (both operational and data protection).

<b>COST INFORMATIONAL FORM</b>
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. What is the pricing structure of the software (e.g., one-time purchase, annual or monthly subscription?)
4. Are there additional costs for implementation, training, or customization?
5. Are there any recurring costs or fees associated with the software?

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