



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

REQUEST FOR INFORMATION
FOR
EXAM PROCTORING

RFI # 34310-24917
[MAY 26, 2016]

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Health (the "Department") issues this Request for Information ("RFI") for the purpose of Exam Proctoring for hearing instrument specialists. We appreciate your input and participation in this process.

2. BACKGROUND:

Services needed are in person, one-on-one, and hands-on proctoring for practical skills examinations related to the licensing of hearing aid dispensers. Proctors must be proficient in the practice and profession of hearing tests, audiograms, ear molds, and other tools/methods used in this profession and licensed by the state of Tennessee. Proctors will be given instructions set by the Tennessee Council for Licensing Hearing Instrument Specialists (the "Council") and the International Hearing Society (IHS) regarding time limits and scoring of the exams. Exam time limit will not exceed three (3) hours.

The practical skills exam booklets will be provided to the testing service by the Council's administrative office, and must be returned to the administrative office immediately after testing is completed.

The Department desires testing locations across the state, if possible, to alleviate the need for applicants and proctors to travel to the Council's administrative office in Nashville.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Melissa Painter, Competitive Procurement Coordinator
Department of Health
Service Procurement Office
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
615-741-0285
Melissa.Painter@tn.gov

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

Melissa Painter, Competitive Procurement Coordinator
 Department of Health
 Service Procurement Office
 5th Floor, Andrew Johnson Tower
 710 James Robertson Parkway
 Nashville, TN 37243
 615-741-0285
 Melissa.Painter@tn.gov

- 3.3. Please reference RFI # 34310-24917 with all communications to this RFI.

- 3.4. A Pre-Response Tele-Conference will be held at the time and date detailed in the RFI § 4, Schedule of Events. Please contact the main point of contact, referenced in RFI § 3.2., to RSVP for the Pre-Response Tele-Conference. The Tele-Conference phone number and passcode are:

Telephone Number: 888-757-2790
 Participant passcode: 146106

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		May 26, 2016
2.	Pre-Response Tele-conference	2:00 p.m.	June 1, 2016
3.	Written "Questions & Comments" Deadline	2:00 p.m.	June 3, 2016
4.	State Response to Written "Questions & Comments"		June 10, 2016
5.	RFI Response Deadline		June 20, 2016

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:

RFI #34310-24917	
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.	Do you have testing centers in the state of Tennessee?
5.	How many testing centers do you have in the state of Tennessee?
6.	Please list the locations of those testing centers in the state of Tennessee.

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
3.	FILL IN WITH REQUESTED INFORMATION AS NEEDED

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