**
STATE OF TENNESSEE
Department of Finance & Administration – Strategic Technology Solutions**

**REQUEST FOR INFORMATION**

**FOR**

**Consulting Assistance to Create a Tennessee Private Communications Network Request for Proposal**

**RFI # 31701-03382**

**3/30/2022**

1. **STATEMENT OF PURPOSE:**

The State of Tennessee, Department of Finance & Administration – Strategic Technology Solutions (STS) issues this Request for Information (“RFI”) for the purpose of Solicitation & Planning Assistance for a NetTN (Tennessee’s Private Communications Network) Request for Proposal (RFP). We appreciate your input and participation in this process.
2. **BACKGROUND:**

NetTN is the communication network backbone for the State of Tennessee, which provides a private communications network to the State and its partners. The State is seeking professional third-party services to assist with the planning and creation of a Request for Proposal (RFP) which will result in a new contract for the continuation of NetTN services.

1. **COMMUNICATIONS:**
	1. Please submit your response to this RFI to:

**Chris Romaine** | Contract Specialist
901 Rep. John Lewis Way North, Nashville, TN 37243
Office: 615-253-4629
Christopher.Romaine@tn.gov

* 1. Please feel free to contact the Department of Finance & Administration - STS with any questions regarding this RFI. The main point of contact will be:

**Chris Romaine** | Contract Specialist
901 Rep. John Lewis Way North, Nashville, TN 37243
Office: 615-253-4629
Christopher.Romaine@tn.gov

* 1. Please reference RFI # 31701-03382 with all communications to this RFI.
1. **RFI SCHEDULE OF EVENTS:**

|  |  |  |
| --- | --- | --- |
| **EVENT** | **TIME****(Central Time Zone)** | **DATE****(all dates are State business days)** |
|  | RFI Issued |  | 3/30/22 |
|  | Deadline to Submit Written Questions (if applicable) | 2:00 PM Central | 4/6/22 |
|  | Answers to Written Questions (if applicable) |  | 4/11/22 |
|  | RFI Response Deadline |  | 4/22/22 |

1. **GENERAL INFORMATION:**
	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.
	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.
	3. The State will not pay for any costs associated with responding to this RFI.
2. **INFORMATIONAL FORMS:**

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

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| **RFI # 31701-03382****TECHNICAL INFORMATIONAL FORM** |
| 1. RESPONDENT LEGAL ENTITY NAME:
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| 1. RESPONDENT CONTACT PERSON:

Name, Title:      Address:      Phone Number:      Email:       |
| 1. Provide a description of experience providing a similar Scope of Services, including the following:

a. Years providing serviceb. Experience within the last two (2) years, including name of company number of employees and description of the company that details their relative size in the marketplace.c. If possible, please provide a list of previous states/organizations that you have assisted on previous projects of similar size and scope (consultation on drafting Communications Network RFPs). |
| 1. Describe the Respondent’s Project Team, including experience and job function
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| 1. Describe the Respondent’s expectation of the State’s involvement in assisting with the development of Scope requirements, including State employee job classification and function.
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| 1. Provide an estimated timeline to finalize the RFP for publishing. Include any known events that may create a delay in the finalization and publishing of the RFP.
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| 1. What system access or information will the State need to provide to the Respondent to facilitate the creation of the Scope of Services?
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| 1. Describe in detail experience in writing telecommunications specific RFQs; scope of contract, diversity of the environment, geography of the environment, etc.
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| 1. List current experience level specifically in telecommunications of staff that would work on this, should this firm be selected.
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| 1. What risks do you anticipate could be a factor with this project?
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| 1. Please describe your RFP Development and Privacy strategy. What steps are taken to ensure RFP document privacy, and prevent RFP documents from being distributed early/wrongfully?
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| 1. Please provide the typical timeline you would expect to see when completing this type of consulting service
2. RFP creation through final draft
3. Ad-hoc consultation during State managed procurement process
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| 1. Does your company have the ability to provide “Benchmark Analysis” to the State by comparing the telecommunication services provided under the State’s current NetTN contract with other states and enterprises?

A Benchmark Analysis would identify the lowest rates available on telecommunication services that represent the categories where the State experiences the most significant volume including but not limited to:* Managed WAN Services (including transport)
* Point-to-Point Services (primarily transport)
* Managed Firewall Services
* Managed LAN Services
* Primary Rate Interface (PRI) Services (primarily voice transport)
* Network-based IP VPN Remote Access (Services)
* Video Conferencing Services
* Direct Internet Access Services (including transport)
* 9-1-1 Services (generic)
* Content Filtering (generic)
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| **COST INFORMATIONAL FORM** |
| 1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.:
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| 1. Describe the typical price range for similar services or goods
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| **ADDITIONAL CONSIDERATIONS** |
| 1. Please provide input on alternative approaches or additional things to consider that might benefit the State:
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