



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR INFORMATION # 32109-2025-002  
AMENDMENT # TWO  
FOR SWAG MANAGEMENT COMPANIES**

**DATE: March 13, 2025**

**RFI # 32109-2025-002 IS AMENDED AS FOLLOWS:**

1. This RFI Schedule of Events updates and confirms scheduled RFI dates. Any event, time, or date containing revised or new text is highlighted.

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		February 20, 2025
2.	Written Questions and Comments Deadline	2:00 P.M. CT	March 6, 2025
3.	State Response to Written Questions and Comments		March 13, 2025
4.	RFI Response Deadline	2:00 P.M. CT	March 20, 2025

2. State responses to questions and comments in the table below amend and clarify this RFI.

Any restatement of RFI text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFI document.

QUESTION / COMMENT	STATE RESPONSE
1. How many users will access the online portal if that option is chosen? Department heads? Individual users?	The State expects the number of internal admin users to be 5 or fewer. The number of external users (ordering agencies/customers) could be in the hundreds annually.
2. Will the items provided be bulk for: - purchase by various departments as giveaways and incentives for events and offices or individual branded items for purchase by employees for their personal use or both?	The State will purchase by various departments/state agencies for promotional giveaways, events, etc.

<p>3. We have access to over a million products that could be available. As it would be difficult to provide pricing for all, would you be able to provide a list of 5 most popular items that we might send a comparative price for in the RFI response?</p>	<p>The State sources a wide variety of promotional items. Some of the most commonly ordered are lanyards, ink pens, tumblers, tote bags, and notebooks/journals.</p>
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3. **RFI Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFI not expressly amended herein shall remain in full force and effect.