**Event Description**

**PRE-RESPONSE CONFERENCE NOTIFICATION**

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, Terms and Conditions and any other attachments. If the event link included in the e-mail notification does not work, please go to https://supplier.edison.tn.gov. Click on the link that says Supplier Portal Home Page and then log in with your supplier ID and password. Click on the event under the Events box.

Note: Information at the Pre-Bid will be displayed electronically. No paper copies will be provided. Attendees are advised to prepare copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information. Request for Information (RFI) Conference: Pre-Bid Conference
Title: SWC 310 - Employee Service Awards
Date: May 5th, 2021
Time: 10:00 AM CST

Due to Covid-19, this Pre-Bid Conference will be a Microsoft Teams meeting ONLY. If you plan to attend the Pre-Bid Conference, please use the link below to access the meeting. Please contact me at Joshua.Polk@tn.gov if you would like for me to send you the invite the day before the Pre-Bid Conference.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODUyYWMyN2ItNzI1Yy00YzcxLWlI3OTMlOTE3NmNhO WJhNTA%40thread.v2/0?context=%7b%22Tid%22%3a%22f345bebf-0d71-4337-9281-24b941616c36%22%2c%22Oid%22%3a%2283fa7c45-d05a-4bav-90e0-6980f38f2f7b%22%7d

If you have questions, please contact the Solicitation Coordinator Josh Polk at (615) 360-4460 or Joshua.Polk@tn.gov or call the Central Procurement Office main number at (615) 741-1035.

**Factor Summary**

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company’s efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, “Yes.”</td>
<td></td>
</tr>
</tbody>
</table>

Required: Yes Mandatory Response: No

**Response Comments**
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes  Mandatory Response:Yes

The purpose of this Invitation to Bid is to establish a source or sources of supply for all Tennessee State Agencies and Authorized Users.

Tennessee State Agencies refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

Authorized Users are those entities that are authorized to purchase off of Statewide Contracts and include the following:
  a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
  b) Tennessee local governmental agencies;
  c) the board of trustees of the University of Tennessee system, the Tennessee board of regents system, or the State university boards;
  d) any private nonprofit institution of higher education chartered in Tennessee; and,
  e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Any contracts awarded from this Invitation to Bid shall be made available to Authorized Users in addition to Tennessee State Agencies, unless a letter is attached to this Invitation to Bid, requesting that the contract is only available for use by Tennessee State Agencies.

NOTE: To request that any resulting contract be available only to Tennessee State Agencies, enter No and attach an exemption request letter addressed to the Central Procurement Office.

Required: Yes  Mandatory Response:No
Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Contract Administrator's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Contract Administrator's Website

Required: Yes  Mandatory Response: No

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

Required: Yes  Mandatory Response: No
**RFI Details (cont.)**

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Format</th>
<th>Type</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>32110-0000011854</td>
<td>RFI</td>
<td>RFx</td>
<td>4</td>
</tr>
</tbody>
</table>

**Event Round**
1

**Event Name**
SWC 310 - Employee Service Awards

**Start Time**
04/26/2021 10:00:00 CDT

**Finish Time**
05/05/2021 10:00:00 CDT

**Submit To:**
General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

**Contact:**
Joshua Polk

**Phone:**

**Email:**
Joshua.Polk@tn.gov

---

**Response Comments**

Associated Terms: **Subcontracting**
The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

How many days after receipt of purchase order will it take to deliver item(s)?

Required: Yes  Mandatory Response: No

List the return goods policy:

Required: Yes  Mandatory Response: No

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:

Required: Yes  Mandatory Response: No
Question

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes  Mandatory Response: No

Response Comments

If the respondent is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Please provide Secretary of State issued ID Number

Required: Yes  Mandatory Response: Yes

Response Comments

Associated Terms:

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contract information for the Secretary of State's Office: State of Tennessee, Department of State attn Business Filings and Information, 312 Rosa L Parks Ave, 6th Floor, WRS Tennessee Tower, Nashville TN 37243-1102. Email: TNSOS.CORPINFO@tn.gov. Website: https://sos.tn.gov/business-services/business-entity-filings. Bid event respondents will be granted seven (7) business days from the date of bid submission to register with the Secretary of State or bid response will be rejected.
Enter the amount and location of your inventory in the space provided below.

List the Average Inventory’s Dollar Amount
Describe the Type of Products in the Inventory
List the Location of the Inventory

Required: Yes  Mandatory Response: No

Response Comments

Associated Terms:  Inventory

Bidders must have or have available for their own use an inventory of products or supplies sufficient to make shipment within the time stated for delivery. Enter the amount and location of your inventory in the space provided below.

Please attach your completed E-Commerce form to this Bid Factor.

Required: Yes  Mandatory Response: No

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Please attach specification sheets for each item your company is bidding (preferably in a word or pdf document).

Required: Yes  Mandatory Response: No

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments
PeopleSoft Strategic Sourcing

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Format</th>
<th>Type</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>32110-00000111854</td>
<td>RFI</td>
<td>RFx</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Round</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWC 310 - Employee Service Awards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Finish Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/26/2021</td>
<td>05/05/2021 10:00:00 CDT</td>
</tr>
</tbody>
</table>

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Joshua Polk
Phone: 
Email: Joshua.Polk@tn.gov
RFI Details (cont.)

PeopleSoft Strategic Sourcing

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Format</th>
<th>Type</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>32110-0000011854</td>
<td>RFI</td>
<td>RFx</td>
<td>8</td>
</tr>
</tbody>
</table>

**Event Round**: 1

**Version**: 1

**Event Name**: SWC 310 - Employee Service Awards

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Finish Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/26/2021 10:00:00 CDT</td>
<td>05/05/2021 10:00:00 CDT</td>
</tr>
</tbody>
</table>

**Submit To**: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

**Contact**: Joshua Polk
**Phone**: Email: Joshua.Polk@tn.gov

Bidder Information

<table>
<thead>
<tr>
<th>Firm Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Phone #**: 

**Fax #**: 

**Street Address**: 

**City & State**: 

**Zip Code**: 

Email:
Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

   If the information will be submitted in writing please mail to the following address:

   Department of Finance and Administration
   312 Rosa L. Parks Ave.
   21st Floor Tennessee Tower
   ATTN: Supplier Maintenance
   Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016