



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES
REQUEST FOR INFORMATION FOR
VIRTUAL WALLET PLATFORM
RFI # 32110-21000

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services, issues this Request for Information (“RFI”) for the purpose of identifying suppliers who have the capacity and experience to provide a cloud-based, virtual wallet platform to assist the state with managing the distribution of teacher supply funds. The State appreciates your input and participation in this process.

2. BACKGROUND:

Due to the effect of the COVID-19 pandemic, many teachers need additional supplies such as PPE. A need has been identified by the State to contract with a supplier that can provide a virtual wallet platform to the more than 66,000 teachers across the state of Tennessee that allows teachers to purchase supplies through a network of retail partners. This will greatly streamline the current reimbursement process these teachers have to go through. The purpose of this RFI is to obtain information regarding the capacity and availability of suppliers to assist the State in meeting its’ needs.

3. COMMUNICATIONS:

3.1. Please e-mail your response to this RFI and any questions regarding this request to:

Daniel Leeson
Central Procurement Office
Daniel.Leeson@tn.gov
615-253-4009

3.2. Please reference RFI # 32110-21000 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	4:00 PM	July 20, 2020
2.	RFI Response Deadline	11:59 PM	July 24, 2020

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 reserves the right to request oral presentations from select Respondents.

- 5.4. 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 form or provide the below requested information on a separate attachment:

RFI #32110-21000	
TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	Provide a narrative of the Respondent's knowledge and experience in providing a virtual wallet platform. Include any relevant information or scopes (including identifying information) for any contracts utilized to provide any of this service to other public sector entities.

4. Describe the tracking, reporting and audit capabilities and features of the Respondent's platform.
5. Outline the ecommerce environment and any retail suppliers the Respondent's virtual wallet platform currently utilizes.
6. Describe the invoicing, payment, and reconciliation processes required with the use of the Respondent's platform.
7. Outline a general timeline of how long it would take for the Respondent to fully implement the service for the State.
8. Describe how your system provides access to vendors to order supplies and materials.
9. Describe the platform's ability and process to add, delete, and reassign users.
10. Provide sample training information or web demonstrations showing how to use the platform.
ADDITIONAL CONSIDERATIONS
11. Please provide input on alternative approaches or additional information to consider that might benefit the State.

COST INFORMATIONAL FORM
12. Describe the typical price range for similar services or goods.