1. **STATEMENT OF PURPOSE:**

The State of Tennessee, Department of General Services, Central Procurement Office issues this Request for Information ("RFI") for the purpose of identifying suppliers who have the capacity and experience to provide Federal Stimulus Funding Consulting and Program Administration Services to various state agencies throughout the funding eligibility period(s).

2. **BACKGROUND:**

In assistance to the State of Tennessee in its administration of federal stimulus funding, the Consultant(s) may be requested to:

- Identify all eligible types of coronavirus relief stimulus funding, including legal requirements and permissible uses;
- Analyze the types of expenditures incurred and qualifying activities that meet each eligible funding category authorized pursuant to the federal stimulus legislation, including but not limited to the American Rescue Plan ("ARP");
- Assess and prioritize the state’s immediate and long-term needs in addressing COVID-19 among state and local governments, citizens, businesses and other impacted stakeholders, including review of experiences in other states;
- Perform high-level current state assessment of State capabilities (e.g., communication, governance, process, staffing, and technology systems) to support the implementation of coronavirus relief stimulus funding reimbursement programs; and
- Provide guidance on options for spending the stimulus funds, including the State and Local Fiscal Recovery Fund and Coronavirus Capital Projects Fund, and recommendations on the most impactful allocation of funding across the eligible categories to best optimize the ARP funding sources’ beneficial impact to the State, state entities, or political subdivisions.

In addition, the Consultant(s) may be requested to advise the State on potential program administration and/or provide potential program administration for programs funded with federal stimulus funds. Such program administration may also include, but may not be limited to, the following:
• Establish eligibility requirements under the State and Local Fiscal Recovery Fund and Coronavirus Capital Projects Fund or other funds/programs created by federal stimulus legislation;
• Establish procedures for verification of eligibility award and expenditure of the State and Local Fiscal Recovery Fund and Coronavirus Capital Projects Fund or other applicable federal stimulus programs;
• Design/establish application procedures and processes;
• Assess the state’s stimulus program administration technology needs, identify potential technology solutions to improve services, and/or assist in providing enhanced technology to improve services;
• Confirm verification of eligibility of authorized uses and final disbursement of the State and Local Fiscal Recovery Fund and Coronavirus Capital Projects Fund or other award of proceeds;
• Coordinate with federal, state and local governmental entities or agencies as designated by the State;
• Provide for fraud, waste, and abuse identification, reporting and remediation, in coordination with the Office of the Comptroller of the Treasury;
• Provide assistance to the State and representation to any federal or state audit of stimulus funding, including State and Local Fiscal Recovery Fund and Coronavirus Capital Projects Fund funding;
• Provide for consolidated financial reporting;
• Establish appeal procedure regarding any disputes regarding amounts awarded and a process for evaluation for final determination;
• Provide regular status reports;
• Process for review and any subsequent reporting required by the State and Local Fiscal Recovery Fund and Coronavirus Capital Projects Fund funding or other applicable law; and
• Provide for the review of all financial audits pertaining to these funds for both grant recipients and sub-recipients and the reporting of any material findings or financial irregularities.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:
Joyanna Brassfield, Procurement Team Lead
Central Procurement Office
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
615-741-1251
Joyanna.West@tn.gov

3.2. Please feel free to contact the Central Procurement Office with any questions regarding this RFI. The main point of contact will be:
Joyanna Brassfield, Procurement Team Lead
Central Procurement Office
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
615-741-1251
Joyanna.West@tn.gov

3.3. Please reference RFI # 32110-21429 with all communications to this RFI.
4. RFI SCHEDULE OF EVENTS:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME (Central Time Zone)</th>
<th>DATE (all dates are State business days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RFI Issued</td>
<td></td>
<td>October 27, 2021</td>
</tr>
<tr>
<td>2. RFI Response Deadline</td>
<td>4:30 PM</td>
<td>November 10, 2021</td>
</tr>
</tbody>
</table>

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.

5.5. A Respondent’s total response to the items in Section 6 must not exceed 10 pages including the cover page and any supplemental pages.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:
# RFI #32110-21429
## TECHNICAL INFORMATIONAL FORM

1. **RESPONDENT LEGAL ENTITY NAME:**

2. **RESPONDENT CONTACT PERSON:**
   - Name, Title:
   - Address:
   - Phone Number:
   - Email:

3. Provide a narrative of your company’s knowledge, ability, and experience in providing the services mentioned in the Background section. Include any relevant information or scopes (including identifying information) for any contracts utilized to provide any of these services to other public sector entities.

4. Provide information regarding any Federal General Services Administration (GSA) or public sector cooperative contracts (i.e. NASPO, Sourcewell, Omnia Partners) held by your company for this or a similar scope of service, including the contract number and effective dates.

5. Provide a detailed description of the Respondent’s experience consulting other States, particularly related to Coronavirus Relief Fund (CRF) activity.

6. Provide a detailed description of any instances where the Respondent integrated reporting and tracking with an entity’s Oracle PeopleSoft enterprise resource planning (ERP) system.

7. Detail any experience your company has tracking or reporting data to a public sector entity’s financial accountability group and/or Legislature.

8. Outline your company’s experience reporting ARP or CRF funding/expenditures.

## ADDITIONAL CONSIDERATIONS

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