



STATE OF TENNESSEE
DEPARTMENT OF AGRICULTURE

REQUEST FOR INFORMATION
FOR
ADMINISTRATION OF REMOTE PESTICIDE CERTIFICATION AND LICENSE EXAMS

RFI # 32505-00126
JUNE 18, 2026

1. STATEMENT OF PURPOSE:

The State of Tennessee, DEPARTMENT OF AGRICULTURE issues this Request for Information ("RFI") for the purpose of Pesticide Certification and Licensure contract. We appreciate your input and participation in this process.

2. BACKGROUND:

The Tennessee Department of Agriculture issues pesticide licenses and certifications to verify that individuals meet the required qualifications before applying pesticides.

- **Pesticide Certification & Licensing Administration** — Vendor must demonstrate the ability to administer exams in full compliance with applicable Tennessee and federal requirements, including scheduling, applicant eligibility and identity verification, secure handling of exam materials, test security, privacy, accessibility, recordkeeping, and regulatory standards. Vendor must maintain appropriate policies, procedures, systems, and trained personnel to ensure exams are administered securely, consistently, and in accordance with State instructions, contract requirements, and all governing laws and regulations.
 - **Fee Compliance** - Vendor must comply with Tennessee's mandated maximum exam fees, including \$25 for certification exams and \$150 for licensing exams. Vendor must clearly describe how fees will be collected, identify any payment methods or processing charges, and ensure applicants are informed of all costs before payment is submitted. Vendor must also outline its refund process, including eligibility criteria, timelines, and procedures for handling cancellations, rescheduling, or applicant errors, while maintaining transparent and consistent fee practices.
 - **24/7/365 Testing Availability** - Vendor must maintain adequate staffing, systems, and operational capacity to provide continuous testing availability year-round. Vendor should also identify any physical locations available for the administration of testing, including relevant details such as address, hours of availability, and any limitations or requirements for use.

- **CoreOne System Integration** - Vendor must be able to develop an **Application Programming Interface (API)**, which is a secure connection that allows systems to exchange information electronically, to transfer exam results into **CoreOne**, the Tennessee Department of Agriculture's system of record. The vendor must also be able to collaborate with the Tennessee Department of Agriculture (TDA) and **TraceFirst**, the provider or support entity associated with CoreOne, to ensure successful system integration, secure data transfer, and accurate reporting of exam results.
- **Testing Locations** - Vendor must provide a complete list of all physical and/or remote testing locations or platforms available to applicants. The information must include location addresses, hours of operation, accessibility accommodations, scheduling availability, on-site or remote proctoring procedures, and security measures used to protect exam integrity and applicant information.
- **Languages Offered** - Vendor must identify all languages available for exams, exam instructions, applicant communications, and customer support. Vendor must also describe any translation, interpretation, accessibility, or accommodation services available to applicants and explain how language support will be requested, provided, and documented in compliance with State and federal requirements.
- **Data Security Requirements** - Vendor must describe the administrative, technical, and physical safeguards used to protect confidential applicant information, examination materials, and testing results. This must include cybersecurity standards, encryption practices, user authentication and access controls, data storage and retention procedures, incident response protocols, and measures to prevent unauthorized access, disclosure, alteration, or loss. Vendor must also identify applicable compliance frameworks or security standards followed and explain how security controls are monitored, tested, and maintained throughout the contract term.
- **Prevention of Unethical Practices** - Vendor must describe the policies, procedures, and technologies used to detect, prevent, and address unethical, fraudulent, or improper testing practices. This includes identity verification, proctoring methods, monitoring tools, test environment controls, incident reporting, investigation procedures, and disciplinary or corrective actions for applicant misconduct or testing irregularities.
- **Submission of test results** - Vendor must describe the available methods for securely submitting examination results to the Tennessee Department of Agriculture, which may include automated electronic transfer, SFTP, API integration, encrypted email, or secure web portals. Vendor must also explain submission timelines, data validation procedures, error correction processes, and reporting capabilities to ensure results are transmitted accurately, securely, and within required timeframes.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
- Lori Holt, ASA II
 Department of Agriculture
 436 Hogan Road
 Nashville, Tennessee 37220
 Lori.Holt@tn.gov
 615-837-5343

- 3.2. Please feel free to contact the DEPARTMENT OF AGRICULTURE with any questions regarding this RFI. The main point of contact will be:

MARK POWELL
 DEPARTMENT OF AGRICULTURE
 436 HOGAN ROAD
 NASHVILLE, TENNESSEE 37220
 PORTER.CONTRACTS@TN.GOV
 615-837-5135

- 3.3. Please reference RFI # **32505-00126** 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		June 26, 2026
2.	RFI Response Deadline	11:59	July 17, 2026

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 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 forms:

RFI #32505-00126	
TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4.	FILL IN WITH REQUESTED INFORMATION AS NEEDED

COST INFORMATIONAL FORM	
1.	Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2.	Describe the typical price range for similar services or goods
3.	FILL IN WITH REQUESTED INFORMATION AS NEEDED

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