



**STATE OF TENNESSEE
TENNESSEE DEPARTMENT OF TOURIST DEVELOPMENT**

**REQUEST FOR INFORMATION
FOR
IMPROVEMENT TO PRINTING THE STATE MAP**

**RFI # 32601-26004
May 7, 2026**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Tennessee Department of Tourist Development issues this Request for Information ("RFI") for the purpose of improvement to printing the state map. We appreciate your input and participation in this process.

2. BACKGROUND:

The Tennessee Department of Tourist Development ("TDTD") is initiating a procurement process for the printing of updated tourism maps. These maps are essential tools for promoting Tennessee as a travel destination, providing visitors with accurate and accessible information about attractions, landmarks, and travel routes across the state. Maps are distributed to various locations across Tennessee, including Welcome Centers, Regional Offices, Convention and Visitor's Bureaus, Chambers of Commerce, and Rest Areas. This RFI includes a Word version of the current specifications and requests that suppliers provide redlined edits for our review, highlighting any changes needed to meet the new requirements.

The project involves printing maps with the following specifications:

Current Specifications:

The maps are designed with an accordion-fold format, which allows compact storage and easy unfolding for travelers.

- Flat Size: 38 ½" x 18", plus 1/8-inch bleed on all four sides.
- Accordion fold with 11 panels, ten folds, and one right-angle fold.
- Finished size: 3 ½" x 9".

New Requirements:

The updated maps will require one-sided printing to enhance clarity and usability. This change aims to improve the user experience by ensuring all relevant tourism information is displayed on a single side of the map, making it easier for visitors to navigate and plan their trips.

Before initiating the Invitation for Bid, the State is seeking supplier feedback on the best way to revise the current specifications to accommodate the new one-sided format and any additional design or folding changes that may be needed. The State anticipates two upcoming print runs:

A run of 100,000 maps using the current size and fold; and
A run of 1 million maps using the newly proposed size and fold.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Kelly Johns| Procurement Director
Tennessee Tower, 13th Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
(615) 306-3313 | Kelly.Johns@tn.gov

3.2. Please feel free to contact the Tennessee Department of Tourist Development with any questions regarding this RFI. The main point of contact will be:

Kelly Johns| Procurement Director
Tennessee Tower, 13th Floor
312 Rosa L. Parks Ave., Nashville, TN 37243
(615) 306-3313 | Kelly.Johns@tn.gov

3.3. Please reference RFI # **32601-26004** 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		May 7, 2026
2.	RFI Response Deadline		May 21, 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 #32601-26004	
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.	Using the Word version of the current specifications, provide redlined edits for our review, highlighting any changes needed to meet the updated requirements laid out in the background above.
5.	If proposed edits require specialized equipment, please provide details of the equipment and processes for handling oversized prints and special folding requirements.
6.	What paper stocks do you recommend for this project? Please include available weights, finishes, and any considerations related to durability, print quality, or foldability.
7.	What processes do you use to ensure fold lines are properly scored to prevent tearing, cracking, or other damage during handling and use?
8.	Are there processes to ensure that fold lines are properly scored to prevent tearing or damage during use?
9.	Based on the State's anticipated print runs, what production timeline should the State expect for a project of this scale? Please include typical turnaround times as well as any factors that may affect scheduling.
10.	Are there any risks, constraints, or technical limitations the State should be aware of regarding the proposed specifications or production methods? If so, please outline mitigation strategies.
11.	Do you foresee any cost-saving opportunities or efficiency improvements the State could achieve through alternative specifications, materials, or production processes?

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. What is the typical industry standard for billing for similar services or goods?

3. As supplier, what other cost considerations would need to be considered.

4. Are there any cost-saving recommendations that align with the project's requirements? Are there quantity price breaks offered?

ADDITIONAL CONSIDERATIONS

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