



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION

REQUEST FOR INFORMATION
FOR
ORGANIZATIONAL ANALYSIS / STAKEHOLDER ENGAGEMENT – DUCK RIVER

RFI # 32701-04735
March 13, 2023

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Environment and Conservation (TDEC), issues this Request for Information (“RFI”) for the purpose of identifying contractors with expertise in conducting organizational analysis and stakeholder engagement. We appreciate your input and participation in this process.

2. BACKGROUND:

TDEC is engaged in a comprehensive permitting pilot in the Duck River Region. TDEC’s vision through this effort is a cooperative, comprehensive regional approach to equitable permitting for all public water withdrawals in the Duck River watershed. As part of the pilot, TDEC is seeking a contractor to assess the sustainability of the regional planning agency in the area, the Duck River Agency, and to create and implement a plan to engage with stakeholders in the region to share the intent of the pilot and gather feedback. The contractor must have experience in conducting regional planning and organizational analysis. The contractor must have a Doctoral Degree in Organizational Leadership. The contractor must have extensive familiarity with the Duck River region and some of the major stakeholders in the region. The contractor may not be an employee or Board member of the Duck River Agency.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
[Amanda Head, Operational Administrative Services Director
Tennessee Department of Environment and Conservation
312 Rosa L. Parks Ave, 10th floor
Nashville, TN 37432
615-504-0373
- 3.2. Please feel free to contact the Department of Environment and Conservation with any questions regarding this RFI. The main point of contact will be:
Elaine Boyd, Senior Advisor
Tennessee Department of Environment and Conservation
312 Rosa L Parks Avenue, WR Snodgrass TN Tower – 2nd Floor

615-584-8904

3.3. Please reference RFI # 32701-04735 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		March 13, 2023
2.	RFI Response Deadline		March 23, 2023

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:

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TECHNICAL INFORMATIONAL FORM

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name, Title:

Address:

Phone Number:

Email:

3. BRIEF DESCRIPTION OF EXPERIENCE PERFORMING ORGANIZATIONAL ANALYSES.

4. BRIEF DESCRIPTION OF EXPERIENCE WITH REGIONAL PLANNING.

5. BRIEF DESCRIPTION OF EXPERIENCE CONDUCTING STAKEHOLDER ENGAGEMENT.

6. BRIEF DESCRIPTION OF EXPERIENCE WORKING IN THE DUCK RIVER REGION AND SPECIFIC STAKEHOLDERS INTERACTED WITH DURING PAST WORK IN THE REGION.

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

ADDITIONAL CONSIDERATIONS

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