



**STATE OF TENNESSEE
DEPARTMENT OF CORRECTION**

**REQUEST FOR INFORMATION
FOR
EVIDENCE-BASED PRACTICES TRAINING**

**RFI # 32901-31379
MAY 20, 2024**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Correction issues this Request for Information (“RFI”) for the purpose of conducting training and coaching in evidence-based correctional practices for probation and parole staff working in the Community Supervision Division. We appreciate your input and participation in this process.

2. BACKGROUND:

The importance and application of evidence-based practices is not new to the Tennessee Department of Correction. The use of such practices and services has been promoted by the Tennessee State Legislature through the passage of the Public Safety Act 2016, and the Re-entry Success Act 2021. More recently the Department’s Community Supervision Division has secured the assistance of a national consultant to help strengthen the application of evidence-based practices within probation and parole supervision. As a starting point, three (3) offices have been selected; one in each of our three (3) regions, to begin the process of implementing a behavior change probation and parole offender supervision model (see attached). The staff training for which information is being requested will be to support the implementation of this model, with the target audience being approximately eighty-five (85) probation and parole officers. The training description and design the State is seeking is included as Attachment One to this RFI.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

ARIEL EVANS, CONTRACTS ADMINISTRATION
TENNESSEE DEPARTMENT OF CORRECTION
320 SIXTH AVENUE NORTH
NASHVILLE, TN 37243
615.253.8106
ARIEL.EVANS@TN.GOV

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

ARIEL EVANS, CONTRACTS ADMINISTRATION
TENNESSEE DEPARTMENT OF CORRECTION
320 SIXTH AVENUE NORTH
NASHVILLE, TN 37243
615.253.8106
ARIEL.EVANS@TN.GOV

3.3. Please reference RFI # 32901-31379 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 20, 2024
2.	RFI Response Deadline	4:30 PM	JUNE 14, 2024

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 PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4. List the credentials of the individuals who would conduct the requested training.
5. Provide copies of the curriculum/content of the training in the Integrated Behavioral Change Strategies listed in the RFI.
6. Describe the ideal class size and length of the Integrated Behavior Change Strategies staff training.
7. What is the projected length of time to complete all of the services requested to the targeted staff?
8. Provide the names of other probation and/or parole agencies where you have conducted each of the training/coaching services listed.
9. Where would the coaching web-based application be hosted?
10. What technical support would the web-based coaching application require?
11. Have you developed the web-based coaching application and implemented it in other correctional agencies?

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. Describe your cost structure – is it based on enrollment numbers, days of training, device downloads, hosting costs, licensing fees, maintenance, support services, etc.?

ADDITIONAL CONSIDERATIONS

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