STATE OF TENNESSEE
DEPARTMENT OF HEALTH

REQUEST FOR INFORMATION
FOR
WIC BROCHURES PRODUCTION AND FULFILLMENT SERVICES

RFI # 34353-16523
June 30, 2022

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Health issues this Request for Information (“RFI”) for the purpose of informing the Program of the marketplace for the design, production, storage, and distribution of Women, Infants, and Children (WIC) Program education materials. We appreciate your input and participation in this process.

2. BACKGROUND:

The State is seeking to procure services for the design, printing, storage and fulfillment of WIC program education materials. Materials must be customizable and meet federal and state guidance to include multiple language translations and varied formats. The fulfillment system must include an online ordering system for multiple offices and real-time access to office unique inventory information as well as the ability to ship to any Tennessee address.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Simeon Ayton, Sourcing Account Specialist
Central Procurement Office Division
Division of General Services
WRS Tennessee Tower, 3rd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 532-0110
Simeon.Ayton@tn.gov

3.2. Please feel free to contact the Department of Health, Supplemental Nutrition Program Section with any questions regarding this RFI. The main point of contact will be:

Alesha Reeves, SNP Section Chief
3.3. Please reference RFI # 34353-16523 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>June 30, 2022</td>
</tr>
<tr>
<td>2. RFI Response Deadline</td>
<td>2:00PM</td>
<td>July 20, 2022</td>
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</tbody>
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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 #34353-16523**

**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. Provide an example of your process plan to develop and produce customized materials.
   - a. Please include your process for translating materials to multiple languages.
   - b. Please include lead times and how current or foreseeable supply chain issues may affect services.
   - c. Please include how existing materials are processed for updates.

5. Provide an example of your process plan to store, inventory, and ship customized materials.
   - a. What is your fulfillment process and tracking system?
   - b. How is inventory information provided on request?
   - c. What is your ability to budget inventory allotment to various sites and reallocate as needed?
   - d. Provide details of how you would manage shipment and shipment tracking for large and small quantities.
   - e. How is the remaining inventory for a previous version of an item processed?

6. **What is your warranty period and policies?**

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**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 Please include ranges for development, translation, printing, storage, and shipping based on the two formats listed below.

   a. Format: Double Stair-Step Multi-page Program Guide w/ pocket
      (16 pg. + Cover w/ pocket) (20 pg. total)
      Ink: 4/4 + UV (FC / BC) + 4/4
      Stock: 100# Gloss Cover & 100# Gloss Text
      Final Size: 9.625" x 12.5" (3" pocket)
      Folded Size: 9.625" x 4.75"
      Process: Print, Diecut/Score, Fold/Glue, Stitch, Shrink wrap in 25’s
      Breastfeeding Success Pocket Divider Specifications:
      Format: 3 tab dividers 2-sided - one left tab, one center tab, and one right tab
      Paper Stock: 100# Silk Cover
      Flat Size: Insert is 9.125" x 3.875" - Tab is 2.5" wide x 4.375" tall
      Folded Size: n/a
      Inks: Four-color process throughout
      Finish: Flood Aqueous
      Bindery: Final trim / insert

   b. Final Size: 9.25” x 4”
      Paper Stock: 80# Silk Cover
      Inks: Four-color process throughout 2-sided
      Finish: Flood Aqueous
      Process: Print, Shrink wrap in 25’s

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**ADDITIONAL CONSIDERATIONS**

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