



STATE OF TENNESSEE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY

REQUEST FOR INFORMATION
FOR
Canine (“K9”) Teams Tracking System

RFI # 34901-01483
July 7, 2023

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Safety and Homeland Security (“TDOSHS” or “State”) issues this Request for Information (“RFI”) for the purpose of finding a system that tracks and provides an in-depth analysis of the training activity and deployments of the canine (“K9”) teams of the State’s Tennessee Highway Patrol (“THP”). The State appreciates your input and participation in this process.

2. BACKGROUND:

The State’s THP has an active K9 unit currently comprised of twenty-three (23) K9s and twenty (20) members of the State’s THP (handlers). The State is looking for a customizable, modifiable system to assist the State in managing and developing K9 teams, documenting and tracking training and other activities as described in this RFI, and expanding the K9 unit as the use of K9s increases throughout Tennessee.

2.1. THE STATE DESIRES, AT A MINIMUM, THE FOLLOWING IN THE K9 TEAMS TRACKING SYSTEM:

2.2. The system: The system should enable the State to track and report on K9 health, history, performance, training, and certification. Below are four (4) key areas that will need to be addressed by the proposed system:

2.2.1. Scheduling – The system should be able to notify members of the State’s THP of upcoming certification appointments, compliance trainings, veterinarian appointments, and other scheduled activities. The system should be able to post any appointments onto the Microsoft Outlook calendar of the member of the State’s THP responsible for the K9. Further, the system should have the ability to schedule ad hoc appointments.

2.2.2. Reporting – The system should have built-in reporting options that cover the administrative management of the K9 teams such as tracking incident reports, veterinary issues, training issues, deployment issues, and generating reports needed for court proceedings in apprehensions and detection cases.

2.2.3. History – Historical and training documentation should be easily accessible and printable for use in court cases involving a K9 as well as for use as needed in managing the K9 teams.

2.2.4. Data Data needs to be recallable by authorized personnel to be searched and edited as necessary. Data must be stored securely in a government cloud compliant area, hosted only in the United States of America, and encrypted as needed. Data must be easily reviewed and edited by authorized persons for updates and clarifications.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Lindsey Lattner, Sourcing Account Specialist
 Central Procurement Office
 Tennessee Department of General Services
 WRS Tennessee Tower, 3rd Floor
 312 Rosa L. Parks Avenue
 Nashville, TN 37243
 Email Address: Lindsey.Lattner@tn.gov
 Office Telephone Number: 615-741-9282

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

Lindsey Lattner, Sourcing Account Specialist
 Central Procurement Office
 Tennessee Department of General Services
 WRS Tennessee Tower, 3rd Floor
 312 Rosa L. Parks Avenue
 Nashville, TN 37243
 Email Address: Lindsey.Lattner@tn.gov
 Office Telephone Number: 615-741-9282

3.3. Please reference RFI # **34901-01483** 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		Friday, July 7, 2023
2.	Written Questions and Comments Deadline	2:00 pm	Friday, July 14, 2023
3.	State Responds to Questions and Comments		Friday, July 28, 2023
4.	RFI Response Deadline	2:00 pm	Friday, August 11, 2023
5.	Schedule Demonstrations		Friday, August 18, 2023
6.	Demonstrations to be Performed in Person*		August 28 – September 1, 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.

5.4. Demonstrations should address the following:

- a. A thorough walkthrough of each component of the application and how each component works with other components for the full system.
- b. Record keeping designed specifically for law enforcement K9 operations, deployments, and training. Include an explanation on:
 - i. How information and records are retained/stored within the system;
 - ii. The length of time information is stored and retained;
 - iii. Storage capacity, including whether there are any storage limits;
 - iv. How data and information will be secured while in transit and at rest; and
 - v. Reports and statistics that can be generated from the system.
- c. The ability to modify and adapt the system to meet the needs of the State. Include an explanation of administrative rights, including adding and deleting people and K9s as well as other functions of administrative rights.
- d. Training and technical support.

Demonstrations should last no more than one (1) hour and be conducted at the following location, or virtually if pre-approved by the State*:

WRS Tennessee Tower, 3rd Floor
 312 Rosa L. Parks Avenue
 Nashville, TN 37243

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 a. Provide a description of your company's experience providing this type (as mentioned in this RFI) or similar solutions for an entity that is similar to the one described in this RFI.

<ul style="list-style-type: none"> b. Provide three (3) references from other clients.
<ul style="list-style-type: none"> 4. Configuration <ul style="list-style-type: none"> a. Does the software (system) meet the government cloud standard? b. Is the database hosted within the United States?
<ul style="list-style-type: none"> 5. Technical Design/Infrastructure/Security <ul style="list-style-type: none"> a. Describe the help desk and communication tools that will be available to the State for communicating questions or concerns. b. Describe the use of industry best practices in the development and delivery of similar systems/solutions. c. Describe how data is secured while at rest, transit, or in use.
<ul style="list-style-type: none"> 6. Implementation <ul style="list-style-type: none"> a. Provide the expected timeframe for each of the following activities: <ul style="list-style-type: none"> i. Design of the system; ii. Development of the system; iii. Testing; iv. Training; and v. Installation and implementation concerning the system. This includes any conversion time needed during transition from existing system to new system. b. Provide information on project management and implementation management. c. Describe/outline ongoing training that could be provided to employees. Is training readily available including on-line formats and easily accessible? d. Describe any lessons learned the State should consider on previous projects.
<ul style="list-style-type: none"> 7. Support <ul style="list-style-type: none"> a. Describe the maintenance and support plans that are available.

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. Please provide a rough non-binding estimated range for the system.
4. Please provide monthly, quarterly, and yearly costs for this system based on the current number of twenty-three (23) K9s and a projected number of fifty (50) K9s. If pricing is based on the number of State personnel in the K9 unit (handlers), please provide monthly, quarterly, and yearly costs for the system using the current number of twenty (20) handlers.
5. What does your company believe to be the most efficient and cost effective solution (i.e., leasing purchasing, etc.)

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

