



STATE OF TENNESSEE  
DEPARTMENT OF CHILDREN'S SERVICES

REQUEST FOR INFORMATION  
FOR  
CASE MANAGEMENT AT TRANSITIONAL RESIDENTIAL LOCATIONS

RFI # 35910-10339  
November 6, 2023

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of Children's Services (DCS) issues this Request for Information ("RFI") for the purpose of enhancing supervision and programming to children and youth staying in temporary placement locations in the community. We appreciate your input and participation in this process.

**2. BACKGROUND:**

DCS is responsible for the care of youth who have entered state custody. Due to a number of factors, there has been a decrease in the availability of long-term placements aligning to a child's needs when they first enter foster care. These youth are housed in home-style settings across the state. DCS staff are currently taking on the responsibility of providing supervision, support and programming for these children and youth in addition to the regular job duties. To better meet the enhanced needs of these children and youth while permanent placement is made, DCS is seeking to understand the capacity and programming of agencies familiar with providing services through a residential treatment model that would be available to provide 24/7 supervision and services to youth in these temporary, transitional settings. There are approximately thirty-three (33) of transitional settings currently operating and, on average, between seventy-five (75) and ninety-five (95) youth awaiting placement in these settings each night.

**3. COMMUNICATIONS:**

3.1. Please submit your response to this RFI to:

Will Harmon  
Sourcing Account Specialist  
Central Procurement Office  
will.harmon@tn.gov

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

Lily Lee

Program Specialist  
Department of Children's Services  
315 Deaderick Street, UBS Tower 12<sup>th</sup> Floor  
615-306-8821  
EI.DCS.contracts@tn.gov

3.3. Please reference RFI # 35910-10339 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		November 6, 2023
2.	RFI Response Deadline		November 20, 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:

**RFI #35910-10339**

**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. FILL IN WITH REQUESTED INFORMATION AS NEEDED

**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. FILL IN WITH REQUESTED INFORMATION AS NEEDED

**ADDITIONAL CONSIDERATIONS**

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