



STATE OF TENNESSEE
TENNESSEE DEPARTMENT OF TRANSPORTATION

REQUEST FOR INFORMATION
FOR
EMPLOYEE SAFETY FOOTWEAR PROGRAM

RFI # 40100-26620
July 21, 2020

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Transportation issues this Request for Information (“RFI”) for the purpose of the development of a safety footwear provision program for approximately 2500 employees.

2. BACKGROUND:

The Tennessee Department of Transportation (TDOT) began providing safety footwear for its field staff in late 2018. The initiative included the provision of one pair of safety-toe work boot/shoes per year per employee. The footwear is currently being sourced through another state agency using an existing contract. Under the current program, TDOT procurement staff are performing the logistical and administrative work, including collecting size/style information, coordinating order placement, receiving and distributing the footwear, troubleshooting of any issues with ordering, shipping, receiving, and payment of the footwear. To streamline the program and to reduce the administrative burden on TDOT procurement staff, the Department is seeking information regarding the outsourcing the program. Factors to be considered include:

- A variety of style and size options
- A method of ensuring proper fit
- A process for employees to order/purchase/return/exchange footwear without the assistance of TDOT staff
- A variety of payment options, including the possibility of vouchers
- A process to track/monitor footwear orders by employee and business unit
- Monthly invoicing by business unit

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
Jennifer Garrison, Solicitation and Contracts Manager
505 Deaderick St., Nashville, TN
615-532-8165
Jennifer.Garrison@tn.gov (email is the preferred delivery method)

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

Clay Culwell, Assistant Director
Occupational Health & Safety Division
James K. Polk Building, 18th Floor
505 Deaderick Street, Nashville, TN 37243
Office: 615.253.3023

3.2. Please reference RFI # 40100-26620 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		July 21, 2020
2.	RFI Response Deadline	2:00 p.m.	August 5, 2020
3.	Oral Presentations Scheduled		August 7, 2020
4.	Oral Presentations via WebEx	TBD	August 12-13, 2020

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

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 typical payment options:

ADDITIONAL CONSIDERATIONS

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