



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR INFORMATION
FOR
VIRTUAL DELIVERY OF CERTIFICATION TESTING**

**RFI # 40100-28220
September 8, 2020**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Transportation (TDOT) issues this Request for Information ("RFI") for the purpose of soliciting information on options to deliver certification testing virtually. We appreciate your input and participation in this process.

2. BACKGROUND:

The Materials & Tests Division, through our technician training program, certifies annually approximately 1,500 students in testing of aggregate, asphalt, concrete and, the use of nuclear density gauges. The students are split between internal TDOT employees, contractors, local agency and Construction Engineering and Inspection (CEI) consultants. In the past, classes have been delivered in person with testing but because of COVID-19 this has been suspended. The Department has made progress in teaching the classes online but needs a solution to administer/proctor and secure the integrity of the test. While current circumstances are the major driver here, there is need for off schedule certifications that would be incorporated into this system moving forward even as we are able to return to in person sessions.

3. COMMUNICATIONS:

3.1.1. Please submit your response to this RFI to:

Jennifer Garrison
TDOT Procurement and Contracts Division
J.K. Polk Bldg.
505 Deaderick Street
Nashville, TN 37243
p. 615-532-8165
c. 615-924-4493

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

Jason Mellons, PE
Concrete & Aggregate Engineer
6601 Centennial Blvd
Nashville, TN 37243
Phone: 615.350.4152
*Email: Michael.J.Mellons@tn.gov

Or.

Matthew Chandler, PE
Bituminous Engineer
6601 Centennial Blvd
Nashville, TN 37243
Phone 615.840.2918
*Email: Matthew.Chandler@tn.gov

*Preferred method. Please email both.

3.3. Please reference RFI # 40100-28220 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		September 8, 2020
2.	RFI Response Deadline		September 21, 2020
3.	Oral Presentations Scheduled* *Presentation will be scheduled via WebEx by the State		September 22, 2020
4.	Oral Presentations		September 29-30, 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 RFI Coordinator will invite each Respondent, who is apparently responsive and responsible, to make an oral presentation or provide a demonstration of relevant functionality.

5.3.1. The RFI Coordinator will schedule Respondent presentations during the period indicated by the RFI Section 4, Schedule of Events. The RFI Coordinator will make every effort to accommodate each Respondent's schedules. When the Respondent presentation schedule has been determined, the RFI Coordinator will contact Respondents with the relevant information as indicated by RFI Section 4, Schedule of Events. The presentation will be a virtual meeting.

5.3.2. Oral presentations and demonstrations provide an opportunity for Respondents to explain and clarify their responses. Respondent pricing shall not be discussed during oral presentations.

5.3.3. RFI Responses become property of the State and shall remain confidential, unless a formal solicitation is completed. If a formal solicitation is completed, all RFI response material will become part of the procurement file and will be available for public inspection.

5.4 The State will not pay for any costs associated with responding to this RFI.

1. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI # 40100-28220

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. Describe how the system administers and proctors the test to prevent cheating.

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

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ADDITIONAL CONSIDERATIONS

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| <ol style="list-style-type: none">1. Please provide input on alternative approaches or additional things to consider that might benefit the State: |
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