



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE

REQUEST FOR INFORMATION
FOR
BIANNUAL NEWSLETTER FOR THE
TENNESSEE ARCHITECTURAL & ENGINEERING BOARD

RFI # 33501-237201

Issued January 25, 2023

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Commerce and Insurance (“TDCI”) issues this Request for Information (“RFI”) for the purpose of obtaining information regarding the development, publication, and distribution of a biannual newsletter for the Architectural and Engineering Board.

Additionally, the State would like to evaluate the costs of digital and printed newsletters. We appreciate your input and participation in this process. The information obtained from responses to this request will be used by TDCI to plan the future procurement strategy.

2. BACKGROUND:

The Tennessee Architectural and Engineering Board (“the Board”) is responsible for licensing and regulating architecture, engineering, landscape architecture and interior design. The State intends to obtain information in order to run a solicitation and procure a contract for these services. The State would like to operate under the following criteria:

- 2.1. The Contractor shall create and distribute two (2) full color newsletters to be released twice a year; one (1) each half of the State’s fiscal year, to be provided for review and approval by the Board.
- 2.2. Each newsletter shall be ten (10) to fifteen (15) pages in length.
- 2.3. The Contractor shall prepare content for each newsletter and edit all articles submitted by the Board and staff. The Board and staff will make the final determination concerning topics for any articles to be published in the newsletter.
- 2.4. The Contractor shall submit an electronic version of the newsletter to the Board by e-mail to be posted on the Board’s website.
- 2.5. The Contractor shall distribute the approved electronic version of the newsletter to licensees by email twice a year.

3. COMMUNICATIONS:

3.1 Please **submit your response to this RFI by email to:**

Dennis Gregory, Chief Counsel
Department of Commerce and Insurance
500 James Robertson Parkway
Nashville, Tennessee 37243
Email: ci.procurement@tn.gov

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

Dennis Gregory, Chief Counsel
Department of Commerce and Insurance
500 James Robertson Parkway
Nashville, Tennessee 37243
Telephone # (615) 741-3072
Email: ci.procurement@tn.gov

3.3 Please reference RFI # 33501-237201 with all communications to this RFI.

3.4 Notice of Intent to Respond

Prospective Respondents should submit a Notice of Intent to Respond (in the form of a simple e-mail) to the Procurement Coordinator (identified above) **prior** to the Notice of Intent to Respond Deadline, detailed in the Section 4, Schedule of Events, of this RFI. Such notice should include the following information:

- the business or individual's name (as appropriate);
- a contact person's name and title; and
- the contact person's mailing address, telephone number, and e-mail address.

A Notice of Intent to Respond creates no obligation and is not a prerequisite for submitting a response, however, it is necessary to ensure receipt of any RFI amendments or other notices and communications relating to this RFI.

3.5 Written Questions and Comments

If you have any questions or comments concerning this RFI, you are required to e-mail them to the Department's Procurement Coordinator identified above in Section 3.2 by no later than the Written Questions and Comments Deadline detailed in Section 4, Schedule of Events, of the RFI.

The State will e-mail its responses to written questions and comments to prospective Respondents from whom the State has received a Notice of Intent to Respond as indicated in RFI Section 3.4. above and on the date detailed in RFI Section 4, Schedule of Events. The State will also post a copy of the amendment to the following website:
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/request-for-proposals--rfp--opportunities1.html>

4. RFI SCHEDULE OF EVENTS:

| EVENT | | TIME (Central Time Zone) | DATE (All dates are State business days) |
|-------|--|-----------------------------|---|
| 1. | RFI Issued | | January 25, 2023 |
| 2. | Notice of Intent to Respond | | February 3, 2023 |
| 3. | Written "Questions & Comments" Deadline | 2:00 p.m. | February 8, 2023 |
| 4. | State Response to Written Questions and Comments | | February 15, 2023 |
| 5. | RFI Response Deadline | | February 27, 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 # 33501-237201 TECHNICAL INFORMATIONAL FORM | |
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| 1. | RESPONDENT LEGAL ENTITY NAME: |
| 2. | RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: |

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| Email: |
| 3. Brief Description of Experience Providing Similar Scope of Services/Products: |
| 4. Description of your ability to provide two (2) newsletters; one (1) each half of the State's fiscal year for review and approval by the Board. |
| 5. Description of your ability to prepare content of each newsletter and edit all articles submitted by the Board and staff. |
| 6. Description of your ability to submit an electronic version of newsletter to the Board by e-mail to be posted on the Board's website. |

| COST INFORMATIONAL FORM |
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| 1. Describe what pricing units you typically utilize for similar services or goods (e.g., per printed full color newsletter): |
| 2. List and describe any set-up fees: |
| 3. Describe the typical price range for a digital newsletter: Biannual Digital Newsletter \$ _____ per half year Digital distribution fee \$ _____ per half year |
| 4. Describe the typical price range for a printed newsletter: Biannual printed Newsletter \$ _____ per half year (Qty. per 1000) Printed distribution fee \$ _____ per half year (Qty. per 1000) |

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