



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

**REQUEST FOR INFORMATION
FOR
TALENT MANAGEMENT TRAINING**

**RFI # 34301-39624
JANUARY 23, 2024**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Health issues this Request for Information ("RFI") for the purpose of providing talent management training to human resources and talent management professionals. We appreciate your input and participation in this process.

2. BACKGROUND:

The Department of Health has recently invested in the talent management functions of the agency to address workforce shortages, ensure effective response to public health emergencies, enhance community health outcomes, adapt to evolving health challenges, and improve overall organizational effectiveness. This includes increasing the number of talent management staff who are responsible for recruiting, retaining, and rewarding the Department of Health's workforce. The Office of Talent Management has grown from a staff of three to fifteen individuals. This new team of individuals from diverse backgrounds needs to gain foundational knowledge on recruitment, retention, and development strategies to enable them to attract and develop top talent.

This one-time, in-person training for fifteen individuals should be no longer than two days, fifteen hours total, and will take place in late Spring or Summer 2024, at an in-state location as agreed on by the Department of Health and vendor, by June 30, 2024. Training should encompass the traditional areas of talent management including workforce planning and talent acquisition, performance management, employee development, succession planning, compensation and rewards, and engagement and retention.

Specific areas to be addressed include strengthening talent management strategies with organizational objectives, evaluating existing workforce capabilities, forecasting future workforce needs, developing talent acquisition strategies, nurturing talent, ensuring managerial responsibility for employee development, succession, and pipeline planning, facilitating career development discussions and opportunities, measuring employee engagement, employing talent management analytics for demonstrating outcomes, and gaining support from executive leaders.

3. COMMUNICATIONS:

3.1. Please submit your response and any questions to this RFI to:

Melissa Painter, Competitive Procurement Coordinator
Procurement Management Office
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Cell. (615) 961-2482
Melissa.Painter@tn.gov

3.2. Please reference RFI # 34301-39624 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		January 23, 2024
2.	Written "Questions & Comments" Deadline	2.00 p.m.	January 30, 2024
3.	State Response to Written "Questions & Comments"		February 2, 2024
4.	RFI Response Deadline		February 16, 2024

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

3.1 Vendor Background and Experience

- 1) Describe your company's experience in providing talent management training to human resources and non-human resources professionals.
- 2) Please highlight any experience in providing talent management training to public sector employees or any work that has been performed for public sector organizations.
- 3) Describe the professional background of your organization's trainers and how they would be successful in the delivery of this training.
- 4) Describe how your company evaluates your training program's effectiveness.

3.2 Training Opportunity

- 1) Describe how your organization can provide a comprehensive training that includes all aspects included in Section 2, Paragraph 3 in the specific fifteen-hour window.
- 2) Please briefly outline the contents, length, and topics covered for participants attending the training session.
- 3) Provide a draft schedule of the two-day workshop your organization will conduct.
- 4) Describe any specific tools and/or resources that staff will be able to take away from the training and utilize in their work.

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

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