



STATE OF TENNESSEE
Department of General Services

**REQUEST FOR INFORMATION
FOR
AED Training Services**

**RFI # 32101-129001
07/27/2020**

1. STATEMENT OF PURPOSE:

The State of Tennessee, DGS Office of Administrative Services issues this Request for Information ("RFI") for the purpose of determining cost and methodology for training of State Employees on the use of automated external defibrillators (AED). We appreciate your input and participation in this process.

2. BACKGROUND:

The Department of General Services is developing a contract for AED units, installation, and maintenance in various state buildings. As part of the agreement, the awarded supplier may also be asked to provide legally required training on-site to select state employees on AED usage. We are seeking information on what training services are available and their price points.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
Mitchell Plumer, Contract Manager
DGS Office of Administrative Services
312 Rosa L. Parks Ave., Nashville, Tennessee 37243
Mitchell.Plumer@tn.gov
Mobile: 615-879-2073
- 3.2. Please feel free to contact the Office of Administrative Services with any questions regarding this RFI. The main point of contact will be:
Mitchell Plumer, Contract Manager
DGS Office of Administrative Services
312 Rosa L. Parks Ave., Nashville, Tennessee 37243
Mitchell.Plumer@tn.gov
Mobile: 615-879-2073
- 3.3. Please reference RFI # **32101-129001** 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		07/27/2020
2.	RFI Response Deadline	3:00 PM	07/31/2020

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:

RFI #32101-129001	
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.	AED Training Services Offered:

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.	Additional pricing information for AED training:

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