



STATE OF TENNESSEE
DEPARTMENT OF TREASURY

REQUEST FOR INFORMATION
FOR
UNCLAIMED PROPERTY DIVISION
HOLDER REPORTING EDUCATION

RFI # 30901-48321
[RELEASE DATE 12/04/2020]

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Treasury, issues this Request for Information (“RFI”) for the purposes of the unclaimed property program. We appreciate your input and participation in this process.

The primary goal of this RFI is to solicit information from vendors regarding services that include:

- 1.1. Methods to assist the Division with the education of Tennessee-based holders about the requirements of the Uniform Unclaimed Property Act (T.C.A. § 66-29-101 et seq.). Tennessee-based holders are organizations that are either incorporated in, or have their principal place of business in, the State of Tennessee.
- 1.2. Methods to assist Tennessee-based holders with compliance, specifically with participation in the Division’s Compliance Disclosure Agreement (“CDA”) Program.

More information about the CDA Program can be found at:

<https://treasury.tn.gov/Unclaimed-Property/Report-Unclaimed-Property/Ensuring-Compliance>

2. BACKGROUND:

Per Tennessee Code Annotated section 66-29-101 et seq., the Treasurer has the duty of collecting unclaimed (a.k.a. abandoned) property that belongs to citizens of Tennessee and facilitating the return of said property to the rightful owners. Currently, the majority of properties belonging to the citizens of Tennessee are reported by companies incorporated or headquartered in other states. To ensure Tennessee companies are aware of this responsibility, the Treasurer seeks to educate holders in the State of Tennessee about their responsibility to report and remit unclaimed (abandoned) property in a lawfully compliant fashion.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI via email to:

Dawn Rochelle, Procurement Coordinator

Tennessee Department of Treasury
Phone: (615) 253-8770
Email: dawn.rochelle@tn.gov

- 3.2. Please feel free to contact the Treasury Department, Unclaimed Property Division with any questions regarding this RFI. The main point of contact will be:

Dawn Rochelle, Procurement Coordinator
Tennessee Department of Treasury
Phone: (615) 253-8770
Email: dawn.rochelle@tn.gov

- 3.3. Please reference RFI # 30901-48321 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		12/04/2020
2.	Written Question Deadline	2:00 p.m.	01/06/2021
3.	State Responds to Written Questions		01/20/2021
4.	RFI Response Deadline	2:00 p.m.	02/10/2021

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 #30901-48321 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 Please describe programs that address the above-mentioned primary goals of the RFI.
4.	Provide an overview of the services your company can provide to develop a program that educates and assists Tennessee-based holders with the following: <ul style="list-style-type: none"> • Understanding their obligations under Tennessee’s Uniform Unclaimed Property Act • Determining whether they are currently in compliance with the Act • Educating them on the opportunity to come into compliance through the CDA Program • Assisting them with participation in the CDA Program
5.	Describe specifically how your company could communicate with holders as part of an unclaimed property education program (i.e., mail, electronic mail, telephone, in-person, virtual/online, or a combination thereof).
6.	Describe how your company could provide data regarding holder compliance with Tennessee’s Uniform Unclaimed Property Act.
7.	Describe how the services you provide could be adaptable or customizable to meet the needs of a state’s unclaimed property program.

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: