



**STATE OF TENNESSEE
TENNESSEE DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR INFORMATION
FOR
DIGITAL PUBLIC ENGAGEMENT SOFTWARE APPLICATION**

**RFI # 40100-47210
August 6, 2021**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Tennessee Department of Transportation issues this Request for Information (“RFI”) for the purpose of procuring a digital public engagement Software-as-a-Service (SaaS) application. We appreciate your input and participation in this process.

2. BACKGROUND:

TDOT’s Long Range Planning Division is seeking to procure a public engagement Software-as-a-Service (SaaS) application that enables TDOT, Metropolitan Planning Organizations, and Rural Planning Organizations to provide visual and interactive surveys to the public, to garner feedback on planning initiatives to support collaboration and better informed decision making, in a manner that cannot be achieved with traditional surveys. The SaaS application shall be an all-in-one service (not sub-contracted), ready to use on day one of the contract, providing an unlimited number of surveys during the contract period and the provider shall have expertise in engagement best practices, software design and development.

The Division is interested in determining whether there are any commercially available products that may meet our needs that we should take into consideration. The products must minimally meet the following requirements:

- SaaS application
- Able to create an unlimited number of surveys, without the need for customization
- Includes pre-built engagement survey templates, i.e.:
 - participatory budget allocation preferences.
 - placing markers (pins) on maps by topic to indicate desired amenities or concerns
 - ranking priorities or issues after seeing images and descriptions.
 - image ranking and voting where the public can first visualize nuances and trade-offs on multiple topics.

- rating scenarios (preliminary plans) after first being presented with images, descriptions, and pros & cons indicators; and
- selecting preferred potential alternatives/projects on a map after first seeing locations, attributes, and costs.
- Does not require the public to register or sign-up to participate in surveys.
- Direct online access to standard reports (charts, graphs, map input, etc.)
- Ability to download data in Excel
- Access to software host online training and support desk

We would like respondents to present the Division with different scenarios and solutions for consideration.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Gregg Bennett
 TDOT Procurement and Contracts Division
 J.K. Polk Building
 505 Deaderick Street
 Nashville, TN 37243
Gregg.Bennett@tn.gov (email is the preferred submission method)

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

Gregg Bennett
 TDOT Procurement and Contracts Division
 J.K. Polk Building
 505 Deaderick Street
 Nashville, TN 37243
Gregg.Bennett@tn.gov
 p. 615-532-8165
 c. 615-924-4493

3.3. Please reference RFI # 40100-47210 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		8/6/2021
2.	RFI Response Deadline	2:00 p.m.	8/20/2021

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:

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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

4. Description of the solution offered to meet the needs of the State as described.

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: