



STATE OF TENNESSEE
Department of General Services

**REQUEST FOR INFORMATION
FOR
SWC 537 Forestry and Agricultural Supplies**

**RFI # 32110-24537
November 8, 2024**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services, Central Procurement Office issues this Request for Information ("RFI") for the purpose of obtaining information regarding forestry and agricultural supplies. The information gathered in this RFI will assist the State in market research for the next contract. We appreciate your input and participation in this process.

2. BACKGROUND:

The scope of the current contract is to provide a variety of forestry and agricultural supplies, such as portable navigation devices, survey markers, binoculars, flashlights, and insect repellent. Due to the variation of purchases across multiple categories, the awarded supplier must have the capability to supply a wide range of products across multiple categories at competitive prices.

More information will be provided detailing purchase history and estimates in the resulting solicitation.

Please see external Attachments A and B for the upcoming solicitations Specifications and Terms and Conditions.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
Regan Baltasar, Category Specialist
Central Procurement Office
312 Rosa L. Parks Avenue, 3rd Floor, Nashville TN, 37243
(615) 532-6357
Regan.Baltasar@tn.gov

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

Regan Baltasar, Category Specialist
Central Procurement Office
312 Rosa L. Parks Avenue, 3rd Floor, Nashville TN, 37243
(615) 532-6357
Regan.Baltasar@tn.gov

3.3. Please reference RFI #32110-24537 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	4:30 p.m. Central Time	November 8, 2024
2.	RFI Response Deadline	4:30 p.m. Central Time	November 20, 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. Provide a brief description of the Respondent's experience providing similar goods for large companies or government agencies.

4. The CPO seeks supplier feedback on forestry and agricultural supplies. Are there trends, innovations, or best practices the State should be aware of when it comes to forestry and agricultural supplies.

5. Describe different delivery and shipping structures the Respondent offers such as direct shipping to agencies, shipping to a centralized location/warehouse, etc.

6. Describe how the Respondent ensures that they have enough product in stock so that certain items are not back-ordered and delivery is not delayed.

7. How does the Respondent work with the customer to source products not currently available in their catalog to support the mission and needs of the customer.

8. Based on the Attachment A Specifications document, does the Respondent have a clear understanding what types of products the State is sourcing with this upcoming solicitation? Has the Respondent identified anything in Attachment A Specifications that should be added or revised?

COST INFORMATIONAL FORM

1. Describe how the Respondent typically prices their products in comparison to the rest of the industry. Discuss any current trend in the industry in regard to pricing structure.

ADDITIONAL CONSIDERATIONS

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