



**STATE OF TENNESSEE
Department of Agriculture**

Division of Business Development

**REQUEST FOR INFORMATION
FOR
Pick Tennessee Products Mobile Store**

**RFI # 32506-05925
11/13/24**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Agriculture issues this Request for Information ("RFI") for the purpose of procurement, construction, operation, and staffing of the Pick Tennessee Products Mobile Store. We appreciate your input and participation in this process.

2. BACKGROUND:

This main objective of this project is to create a Mobile Pick Tennessee Products (PTP) store. This would be similar to the store that we have hosted at the Wilson County-Tennessee State Fair the last two years. Our goal with this mobile store is to help our PTP producers to gain exposure across the state regardless of where they are from. The mobile store would be in an outfitted trailer that is pulled by a truck. The trailer will have shelving, cabinets, and possibly refrigeration and HVAC. We would love to include as many Tennessee products in the outfitting of the trailer as possible (i.e. Tennessee hardwoods, Tennessee manufacturing, etc.) Additionally, the mobile store will need to be run and operated by a third party contractor. This will all be handled by the bidder. The procurement, storage, and restocking of goods in the mobile store will also be handled by the bidder/operator with assistance from the PTP Director as needed. Eventually, we would like to have an online Pick Tennessee Products store that will be managed by this team as well.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI to:
Sarah Emery Botwinick, Pick Tennessee Products Director
Department of Agriculture
424 Hogan Rd
Nashville, TN 37220
615-354-4571
Sarah.Emery@tn.gov

- 3.2. Please feel free to contact the Department of Agriculture, with any questions regarding this RFI. The main point of contact will be:
 Sarah Emery Botwinick, Pick Tennessee Products Director
 Department of Agriculture
 424 Hogan Rd
 Nashville, TN 37220
 615-354-4571
 Sarah.Emery@tn.gov
- 3.3. Please reference RFI # 32506-05925 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		11/13/24
2.	RFI Response Deadline		12/20/24

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. FILL IN WITH REQUESTED INFORMATION AS NEEDED

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. What is the potential time start to finish? Timeline?

ADDITIONAL CONSIDERATIONS

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