



**STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

**REQUEST FOR INFORMATION
FOR
RADON TEST KIT FULFILLMENT SERVICES**

**RFI # 32701-25-295
January 6, 2025**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Environment and Conservation issues this Request for Information (“RFI”) for the purpose of gathering information on vendor services, qualifications, and availability of radon test kit fulfillment services. We appreciate your input and participation in this process.

2. BACKGROUND:

The Tennessee Department of Environment and Conservation (TDEC) Office of Sustainable Practices administers the Tennessee Radon Program, which promotes radon testing, education, and mitigation in buildings as part of a State Indoor Radon Grant (SIRG) from the U.S. Environmental Protection Agency (EPA). In coordination with the National Radon Action Plan one priority of the TN Radon Program is to prevent avoidable radon induced lung cancer. By raising awareness and providing free test kits to citizens, we take the first step in risk reduction for radon induced lung cancer. It is the second leading cause of lung cancer according to the EPA and the leading cause of lung cancer for non-smokers. The presence of radon is problematic when it is trapped in structures such as homes, schools, and other buildings. Elevated levels of radon have been found in every county in Tennessee and historic data shows that 1 in 5 homes tested has an elevated level of radon. As part of TDEC’s statewide indoor Radon Program, TDEC provides complimentary short-term radon test kits to requesting Tennesseans. TDEC is seeking information on services, qualifications, and availability for a vendor to fulfill the requests of short-term radon test kits to Tennessee citizens. Ideally, the potential vendor would provide the test kit and analysis to the citizen, as well as provide the SIRG program with all data points requested monthly.

3. COMMUNICATIONS:

- 3.1. Please submit your response to this RFI via email to:
Lindsay Oliveras, Senior Sourcing Advisor
Department of Environment and Conservation
Davy Crockett Tower, 6th Floor
500 James Robertson Parkway

Nashville, TN 37243
629-219-6003
Lindsay.Oliveras@TN.gov

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

Lindsay Oliveras, Senior Sourcing Advisor
Department of Environment and Conservation
Davy Crockett Tower, 6th Floor
500 James Robertson Parkway
Nashville, TN 37243
629-219-6003
Lindsay.Oliveras@TN.gov

3.3. Please reference RFI # 32701-25-295 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		January 6, 2025
2.	RFI Response Deadline	2:00 p.m.	January 21, 2025

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. Please provide a description of the radon test kits your company supplies. Are the test kits packaged and labeled individually, and do they include individual instructions? Are the kits single use and have kit numbers visible on the packaging?	
5. What certifications and accreditations does your company hold?	
6. Please describe your quality control/quality assurance plan.	
7. Do you have a customizable website in which citizens can request test kits and view their individual results? Please describe the types of customizations and limitations available.	
8. Please describe the test kit request and results delivery process for citizens including mailing and postage, delivery times, turn-around times, etc. Do you provide prepaid return postage for citizens? Do you provide reminders for citizens who have requested a test kit but have not returned the kit?	
9. Please describe your reporting capabilities including reporting timelines, format, etc.	
10. Please describe the process(es) in which you provide all data associated with each test kit back to the state SIRG program.	

COST INFORMATIONAL FORM	
1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.). Please describe any tier-based pricing as well.	
2. Describe the typical price range for similar services or goods.	

3. Does your company typically require prepayment? If so, please provide any helpful details on prepayment.

ADDITIONAL CONSIDERATIONS

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