



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

REQUEST FOR INFORMATION
FOR
SERVICE DOG TRAINING PROGRAM

RFI # 32901-31335
MAY 24, 2023

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Correction issues this Request for Information ("RFI") for the purpose of surveying the market to ascertain where the vendor pool can provide a service dog training program with various adult correctional institutions within the State. We appreciate your input and participation in this process.

2. BACKGROUND:

The Department of Correction is seeking information regarding current service dog training programs to be provided in various Adult Correctional Institutions within the State. The information received by the State shall include the facilitation, supplies, curricula, and an evidence-based therapeutic model for up to forty-eight (48) participants.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:
ARIEL EVANS, CONTRACT ADMINISTRATOR
TENNESSEE DEPARTMENT OF CORRECTION
320 6TH AVENUE NORTH
NASHVILLE, TN 37243
615.253.8106
EMAIL: ARIEL.EVANS@TN.GOV

3.2. Please feel free to contact the TENNESSEE DEPARTMENT OF CORRECTION with any questions regarding this RFI. The main point of contact will be:
ARIEL EVANS, CONTRACT ADMINISTRATOR
TENNESSEE DEPARTMENT OF CORRECTION
320 6TH AVENUE NORTH
NASHVILLE, TN 37243
615.253.8106
EMAIL: ARIEL.EVANS@TN.GOV

3.3. Please reference RFI # 32901-31335 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		MAY 24, 2023
2.	RFI Response Deadline	4:30 PM CST	JUNE 6, 2023

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. WHAT IS THE AGENCY'S EXPERIENCE IN PROVIDING SERVICES IN AN ADULT CORRECTIONAL SETTING?

5. WHAT IS YOUR AGENCY'S TOTAL STAFF COMPONENT?

6. DOES YOUR AGENCY POSSESS ANY LICENSURE? IF SO, WHAT KIND OF LICENSURE? PLEASE PROVIDE IN DETAIL.

7. PLEASE DETAIL THE CURRICULUM UTILIZED IN TRAINING CAREGIVERS TO TRAIN SERVICE DOGS?

8. WHERE DOES YOUR AGENCY SOURCE THE DOGS TO BE TRAINED?

9. DOES YOUR AGENCY POSSESS A BREEDER LICENSE THROUGH THE STATE OF TENNESSEE?

10. DOES THE BREEDER UTILIZED BY YOUR AGENCY POSSESS A LICENSE THROUGH THE STATE OF TENNESSEE? ARE THEY CERTIFIED BY ANY INTERNATIONAL OR AMERICAN ASSOCIATIONS?

11. WHAT BREEDS OF DOGS DO YOU TRAIN? WHAT ASSISTANCE DO THEY PROVIDE TO THE RECEIPT?

12. IS YOUR AGENCY CERTIFIED BY ANY INTERNATIONAL OR AMERICAN ASSOCIATIONS? IF SO, PLEASE DETAIL.

13. DOES YOUR CURRICULUM PROVIDE A COGNITIVE BEHAVIORAL THERAPEUTIC COUNSELING COMPONENT TO THE TRAINERS? IF SO, IS THIS AN EVIDENCE-BASED CURRICULUM? PLEASE PROVIDE DETAIL AND A SAMPLE CURRICULUM.

14. IF YOUR AGENCY PROVIDES AN EVIDENCE-BASED COUNSELING COMPONENT, WHAT TYPE OF LICENSURE DO YOU REQUIRE COUNSELING STAFF TO POSSESS?

15. WHAT IS THE AVERAGE TRAINING TIME FOR THE DOG TO BE FULLY AVAILBLE TO SERVE AS A FULL-TIME SERVICE DOG?

16. WHAT IS THE STANDARD TIMEFRAME TO SET UP OPERATIONS WITH A NEW CLIENT?

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. IS THERE A SEPARATE COST FOR THE FACILITATION OF THE THERAUPEUTIC COUNSELING MODEL?
4. DESCRIBE THE PRICING UNIT FOR DOG BREEDS SPECIALLY TRAINED FOR CERTAIN HEALTH ISSUES.

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