



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

REQUEST FOR INFORMATION
FOR
POST-SECONDARY EDUCATION TECHNICAL SUPPORT

RFI # 32901-31352
JANUARY 9, 2024

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Correction issues this Request for Information (“RFI”) for the purpose of post-secondary education technical support for adult inmates. We appreciate your input and participation in this process.

2. BACKGROUND:

The Department of Correction is seeking information regarding current post-secondary education technical support and consulting for adult inmate populations housed in State correctional institutions. The Respondents shall have a knowledge base in assisting in the expansion of associate, bachelor’s, and master’s degree programs within correctional settings. Currently, the Department has six (6) adult correctional institutions with degree-earning programs and re-entry services.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:
ARIEL EVANS, CONTRACT ADMINISTRATOR
TENNESSEE DEPARTMENT OF CORRECTION
320 SIXTH AVENUE NORTH, NASHVILLE, TN 37243
615.253.8106
Email: Ariel.Evans@tn.gov

3.2. Please feel free to contact the 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 SIXTH AVENUE NORTH, NASHVILLE, TN 37243
615.253.8106
Email: Ariel.Evans@tn.gov

3.3. Please reference RFI # 32901-31352 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 9, 2024
2.	RFI Response Deadline		JANUARY 26, 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. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4. Briefly describe your organization's expertise in coordinating 2-year into 4-year degree programs in a correctional setting with approved educational- accrediting organizations.
5. Describe how your organization will provide informational sessions, pre-screening of students and completion/submission of financial aid forms in a correctional setting.
6. What technological support does your organization provide to facilitate virtual instructor-led classes, when appropriate?
7. Does your organization offer re-entry services? If so, briefly describe the services offered.
8. Does your organization have experience in working with the U.S. Department of Education specifically related to approved Prison Education Programs (PEP)?
9. Does your organization have experience in coordinating and overseeing the Pell Grant funding programs specifically for incarcerated adults? If so, please describe.
10. How does your organization track and report data relate to performance measurements?

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: