



**STATE OF TENNESSEE
FINANCE AND ADMINISTRATION, STRATEGIC TECHNOLOGY SOLUTIONS**

**REQUEST FOR INFORMATION
FOR
ENTERPRISE RESOURCE PLANNING SYSTEM REQUIREMENTS DEVELOPMENT**

**RFI # 31701-03466
4/17/2024**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Finance and Administration, Strategic Technology Solutions ("State") issues this Request for Information ("RFI") for the purpose of understanding vendor capabilities and identifying vendors with expertise in developing requirements for the selection and implementation of an enterprise resource planning ("ERP") system. We appreciate your input and participation in this process.

2. BACKGROUND:

Strategic Technology Solutions ("STS") provides centrally managed services for Information Technology ("IT") infrastructure of the statewide ERP system for the State of Tennessee. Services performed by STS include but are not limited to upgrades, maintenance, and operations for the ERP system. The current ERP system has been in production since 2008 and is scheduled to go end of life in 2035. The current ERP system provides human capital management, financial and supply chain management, enterprise learning management, customer relationship management and interactive hubs/portals. STS intends to execute a contract with a vendor to develop the requirements for the future ERP system. Once the system requirements are established, STS intends for the vendor to draft and finalize the solicitation documents for the new ERP system.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Stephanie Landmark
Department of Finance & Administration
Strategic Technology Solutions (STS)
STS Business Operations - Contract Solutions
Stephanie.M.Landmark@tn.gov

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

Stephanie Landmark

Department of Finance & Administration
Strategic Technology Solutions (STS)
STS Business Operations - Contract Solutions
Stephanie.M.Landmark@tn.gov

3.3. Please reference RFI # 31701-03466 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		April 17, 2024
2.	Written Questions and Comments Deadline	2:00 pm	April 25, 2024
3.	State Response to Written Questions and Comments		May 6, 2024
4.	RFI Response Deadline	2:00 pm	May 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.

- 5.4. The State may request Oral Presentations from RFI respondents.

- 5.5. Responses should be prepared, with emphasis on completeness and clarity, and should NOT exceed twenty-five (25) pages in length. Responses, as well as any reference material presented, must be written in English, and must be written on standard 8 ½" x 11" pages and all text must be at least a 12-point font. All pages must be numbered.

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 description of your company's experience providing this type (refer to the Background section of this document) or similar engagements for an entity comparable to the one described in this RFI. Please include the name of the project, the length of the project, and a contact person at the agency.
4.	Provide a description of your comprehensive approach to gathering requirements for the ERP system replacement solicitation. This should include, but not limited to: <ul style="list-style-type: none">• Conducting stakeholder interviews• Analyzing existing documentation and systems• Facilitating workshops or focus groups• Utilizing surveys or questionnaires• Documenting and prioritizing requirements• Validating requirements with stakeholders and current ERP experts• Tools, techniques, or frameworks used to gather requirements
5.	Provide a description of the types of deliverables you would provide relevant to the scope of this RFI. This should include, but is not limited to: <ul style="list-style-type: none">• Composition of requirements documentation – including but is not limited to current ERP functions and any 'should do' vs. 'incredible to have' needs• Traceability matrix linking requirements to business objectives• Prioritized backlog or feature list• Stakeholder validation reports
6.	Provide an estimated timeline typical of a project of this size and complexity.
7.	Provide a sample staffing plan indicating the number, roles, expertise, and qualifications of consultants that a project of this nature would require.
8.	Describe your experience developing public sector requests for proposals, contracts, or statements of work relevant to the scope of this RFI.
9.	Describe potential problems, issues, and risks the State may experience that should be considered while executing an engagement relevant to the scope of this RFI.

10. Through which public sector cooperative purchasing organizations can you currently provide these services? (NASPO, OMNIA, etc.)

COST INFORMATIONAL FORM

11. Provide an estimated cost range for the engagement to aid the State's budget development.

ADDITIONAL CONSIDERATIONS

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