



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR INFORMATION  
FOR  
AN ACCESS CONTROL PLATFORM

RFI # 32101-16103  
4/25/2016

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of General Services issues this Request for Information (“RFI”) for the purpose of procuring a security management platform. We appreciate your input and participation in this process.

**2. BACKGROUND:**

The State is seeking to procure employee, visitor, and parking access control software and hardware at multiple locations across the State. The system must be compatible with HID iClass badges and readers and Mercury panels compatible with the existing State’s network and information systems environment.

**3. COMMUNICATIONS:**

Please submit your response to this RFI to:

**Chris Romaine** | Sourcing Analyst  
Tennessee Tower, 3<sup>rd</sup> Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243  
p. 615-253-5613  
[christopher.romaine@tn.gov](mailto:christopher.romaine@tn.gov)

3.1. Please feel free to contact the Department of General Services with any questions regarding this RFI. The main point of contact will be:

**Nancy Kacena** | Director  
Office of Administrative Services  
Tennessee Tower, 22<sup>nd</sup> Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243  
p. 615-532-1694 c. 615-870-8325  
[nancy.kacena@tn.gov](mailto:nancy.kacena@tn.gov)

3.2. Please reference RFI # 32101-16103 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		4/25/2016
2.	RFI Response Deadline		5/9/2016

**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. Please provide a brief description of experience providing similar scope of services/products

4. What software and hardware do you have that meets the requirements listed in the background above?

5. What licensing requirements do you have?

6. What campus with multiple locations have you created a similar solution for?

7. Describe your standard and ad hoc reporting capabilities and whether or not the State will be able to produce their own reports with your solution.

8. What visitor management, video systems, and parking equipment will integrate with your systems?

**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: