



**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR INFORMATION  
FOR  
HOSTING PARENT PROFESSIONAL CONFERENCES AND/OR FAMILY RETREATS**

**RFI # 34347-00124  
MARCH 14, 2024**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of Health, issues this Request for Information (“RFI”) for the purpose of determining the current state of interest and capacity of organizations to provide parent professional conferences and/or family retreats led by an experienced educational audiologist. We appreciate your input and participation in this process.

**2. BACKGROUND:**

The State of Tennessee, Department of Health, is seeking information from organizations which are interested in providing parent professional conferences and/or family retreats for the purpose of increasing knowledge and communication between children and families that are affected by a hearing loss and the professionals who serve these families to support early identification, diagnosis, early intervention enrollment, and family support activities.

Pursuant to Tenn. Code Ann. § 68-1-106 and the Early Detection of Hearing Loss Act of 2008 (Claire’s Law), Tenn. Code Ann. § 68-5-901 through 906, the goal of this program is the early detection of hearing loss, through screening, diagnosis, intervention, and family support, all of which have been demonstrated to be highly effective in the development of children and in reducing public expenditures for health care, special education and related services. The Public Health Service Act, 42 U.S.C. § 280g-1, Title III, Section 301, provides this money through Health Resources and Services Administration (HRSA) Maternal and Child Health Bureau Universal Newborn Hearing Screening and Intervention (CFDA 93.251) grant to the State for funding the services described herein.

A successful candidate will complete the following:

- Manage one (1) parent professional conference and/or family retreat per year for five (5) years, including program content planning, managing the registration site, leading presentations, distribution of certificates of completion, management of the venue and hotel accommodations, and audio/visual rentals.
- Provide workshops for professionals and families with topics focused on strengthening the understanding between families and professionals to enhance communication and advocacy skills to support early identification, diagnosis, early intervention, and family support activities.

- Act as the fiscal agent to receive sponsorships, conference registration fees, and make payments as necessary.
- Share event evaluation results with the Tennessee Department of Health Early Hearing Detection and Intervention (EHDI) program for planning and federal reporting purposes.
- Acknowledge the Tennessee Department of Health EHDI program on all event materials.
- Provide any office support equipment and supplies, such as phone, fax, e-mail, computer, internet access, etc. that is needed for the organization to complete the required tasks.
- Provide any travel accommodations for staff of the organization to attend the in-state conference and/or family retreat.
- Provide families and professionals attending the conference and/or family retreat access to interpreter services and/or other accommodations, such as captioning for deaf or hard of hearing (DHH), disabled, and/or non-English speaking individuals, when necessary, to ensure full access to participation in the event.
- Collaborate with public and private organizations such as Children’s Special Services (CSS), Tennessee Early Intervention System (TEIS), Family Voices PEARS, DHH adults, technology vendors, and other related entities, as directed by the Tennessee Department of Health EHDI program for the conference and/or family retreat.

### 3. COMMUNICATIONS:

3.1. Please submit your response and any questions to this RFI to:

Melissa Painter, Competitive Procurement Coordinator  
 Procurement Management Office  
 Division of Administrative Services  
 Andrew Johnson Tower, 5th Floor  
 710 James Robertson Parkway  
 Nashville, TN 37243  
 Phone: (615) 741-0285  
 Cell. (615) 961-2482  
 Melissa.Painter@tn.gov

3.2. Please reference RFI # 34347-00124 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		March 14, 2024
2.	Written “Questions & Comments” Deadline	2:00 p.m.	April 2, 2024
3.	State Response to Written “Questions & Comments”		April 9, 2024
4.	RFI Response Deadline		April 16, 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:

<b>RFI #34301-00124</b>	
<b>TECHNICAL INFORMATIONAL FORM</b>	
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.	Describe your background and professional experience in educational audiology.
5.	Describe your organization's capacity to host a large parent professional conference and/or family retreat led by an educational audiologist that focuses on topics related to early identification, diagnosis, early intervention, and family support for both professionals and families of children up to age three (3) years of age that are diagnosed with a hearing loss.
6.	Describe your organization's experience in event planning for large conferences and/or family retreats, including leading and coordinating presentations, hotel accommodations and venue management, interpreting services, and audio/visual rentals utilizing educational audiologists.
7.	What is your experience in using social media, digital platforms and event planning websites to advertise and coordinate large conferences and/or family retreats, including reservation tracking?
8.	Describe any professional relationships that your organization has with national hearing technology vendors and professionals in the fields of early hearing detection, intervention, and family support for children with hearing loss up to age three (3).
9.	Describe your experience with addressing challenges regarding scheduling events, presenters, interpreting services, budget, or conference attendance.
10.	Describe how your organization will collaborate with the Tennessee Department of Health in planning a parent professional conference and/or family retreat.

<b>COST INFORMATIONAL FORM</b>	
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: