

**REQUEST FOR INFORMATION (RFI)**  
**BY THE**  
**STATE OF TENNESSEE**  
**DEPARTMENT OF HEALTH**  
**RFI# 34349-75312**

A. STATEMENT OF INTENT:

The State of Tennessee, Department of Health, hereinafter referred to as the "State," issues this Request for Information (RFI) for the purpose of determining interest in the provision of Hospital Preparedness Program (HPP) services through the Assistant Secretary for Preparedness and Response (ASPR) cooperative agreement, as administered by the State, the most current version of which can be found in Hospital Preparedness Program Guidance, [www.phe.gov/Preparedness/planning/hpp/Documents/fy2011-hpp-funding-guidance.pdf](http://www.phe.gov/Preparedness/planning/hpp/Documents/fy2011-hpp-funding-guidance.pdf) ! Information obtained from this RFI may be used to pursue service procurement for a period of at least one year but no more than five years.

Information provided will assist the State in understanding the current state of the marketplace for coordination of statewide hospital emergency preparedness. This market research is not a competition. No evaluation of participating vendors will occur and your participation is not a promise of future business with the State. Responding or not responding to the RFI does not preclude the vendor from bidding on any future solicitations. Pricing information must NOT be submitted with your information packet. Should responses from the RFI generate additional questions from the State, all vendors responding to this request will receive the additional questions.

B. BACKGROUND:

The Department of Health's Emergency Preparedness Program (EP) receives funding from ASPR to assist Tennessee hospitals and other healthcare providers with EP planning so they may effectively provide surge capacity response during all-hazards emergencies affecting the health of the public. As required by the ASPR cooperative agreement, the EP Program is seeking to broaden the outreach of services provided.

C. GENERAL INSTRUCTIONS:

- C.1. The State is requesting information about organizations who have provided or have the capacity to provide each of the services listed below.
- a. Maintaining a database of contact information of all Tennessee hospitals.
  - b. Coordinating with the Tennessee Health Care Association (THCA) and the Tennessee Center for Assisted Living (TNCAL) for EP planning.
  - c. Assisting an Emergency Preparedness Program in performance of a healthcare gap analysis to identify opportunities for improvement. Once these opportunities for improvement are identified, facilitate communication of this information to healthcare organizations, particularly hospitals.
  - d. Disseminating Hospital Preparedness Program information to agencies interested in receiving it through blast fax or e-mail, at the request of the State.
  - e. Facilitating training/meetings by providing information on upcoming topics and training/meeting dates to interested agencies.

- f. Hosting a dedicated internet web page as a resource to provide general ongoing information about the State's Emergency Preparedness Program and specifically, Assistant Secretary for Preparedness and Response requirements listed in the most current version of the Hospital Preparedness Program Guidance, which can be found at [www.phe.gov/Preparedness/planning/hpp/Documents/fy2011-hpp-funding-guidance.pdf](http://www.phe.gov/Preparedness/planning/hpp/Documents/fy2011-hpp-funding-guidance.pdf) .
- g. Identifying hospitals and/or Long Term Care (LTC) facilities in Tennessee with surge capacity needs and sub-contract with them to meet those needs.
- h. Facilitating Crisis Standards of Care planning with the State, hospitals, LTC providers, and other interested partners.
- i. Generating a written Crisis Standards of Care plan.

If you have provided these specific services, please detail the experience you have had, the minimum staffing patterns your organization has required, and any innovative approaches to the provision of these services that the State might consider in Emergency Preparedness planning. If you are not currently providing these services but believe that your organization may have the capacity to do so, please give details about your organization, its relevant experience in Emergency Preparedness and the timeline you would require for your organization to fully implement all deliverables.

- C.2. Please feel free to contact the State with any questions regarding this RFI. The main point of contact will be:

Judy Dengler  
 RFI Coordinator  
 Bureau of Health Services Administration  
 Tennessee Department of Health  
 425 5<sup>th</sup> Avenue North, 4<sup>th</sup> floor  
 Nashville, Tennessee 37243  
 615-532-2214  
 FAX 615-532-2286  
[Judy.Dengler@tn.gov](mailto:Judy.Dengler@tn.gov)

D. INSTRUCTIONS FOR RESPONDING

- D.1. Submit your response to this RFI in a written single space document or by e-mail as a Word document or Adobe Portable Document format (pdf) to:

Judy Dengler  
 RFI Coordinator  
 Bureau of Health Services Administration  
 Tennessee Department of Health  
 425 5<sup>th</sup> Avenue North, 4<sup>th</sup> floor  
 Nashville, Tennessee 37243  
 615-532-2214  
 FAX 615-532-2286  
[Judy.Dengler@tn.gov](mailto:Judy.Dengler@tn.gov)

- D.2. Please reference **Request for Information # 34349-75312** with your response to this request.
- D.3. Please respond by February 17, 2012.