



### Notice of Intent to Award

Solicitation Number	235233	Award Date	7/13/2022   2:49 PM CDT
Solicitation Title	Case Management Services		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov

### Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Eckman Freeman and Associates	Company Contact	Tonya Cain		
Street Address	1910 harrosburg Road, Ste. 203				
City	Lexington	State	KY	Zipcode	40305

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

### Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

### Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

### Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

### Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

## RFQ 235233 Case Management Services Evaluation Committee Score Sheet

Offeror	Eckman Freeman and Associates
Contract Acceptance	Yes
Cost (30 Points)	30.00
Business Plan (35 Points)	35.00
Firm Experience and Qualifications (15 Points)	15.00
Team Experience and Qualifications (20 Points)	20.00
<b>Total Evaluation Scores</b>	<b>100.00</b>
No BAO programming applicable to this solicitation	

### Evaluation Comments

Eckman Freeman and Associates
<b>Strengths</b>
<p>Proposal demonstrated in detail why it would be beneficial to Metro to select firm. Proposal demonstrated firm's experience to perform scope of work. Proposal demonstrated firm's capacity to perform scope of work. Proposal demonstrated firm's experience working with Metro. Proposal demonstrated firm's 35+ years of service in the industry. Proposal demonstrated firm's qualifications to perform scope of work and ability to maintain high case loads. Proposal demonstrated firm's record for good customer/patient services. Proposal demonstrated and/or provided all of the other required information per the solicitation.</p>
<b>Weaknesses</b>
None noted.

**Certificate Of Completion**

Envelope Id: B06EE83A1F47462B9D46E52D4312E41A	Status: Completed
Subject: Intent to Award - RFQ # 235233 for Case Management Services	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Christina Alexander
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	christina.alexander@nashville.gov
	IP Address: 170.190.198.185


**Record Tracking**

Status: Original	Holder: Christina Alexander	Location: DocuSign
7/7/2022 4:24:27 PM	christina.alexander@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 7/7/2022 4:26:39 PM Viewed: 7/8/2022 9:41:38 AM Signed: 7/13/2022 2:49:17 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 7/13/2022 2:49:18 PM Viewed: 7/13/2022 2:49:36 PM Signed: 7/13/2022 2:49:45 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	7/7/2022 4:26:39 PM
Certified Delivered	Security Checked	7/13/2022 2:49:36 PM
Signing Complete	Security Checked	7/13/2022 2:49:45 PM
Completed	Security Checked	7/13/2022 2:49:45 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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