



Notice of Intent to Award

Solicitation Number	220241	Award Date	8/4/2022 3:38 PM CDT
Solicitation Title	Sports Authority Liability Insurance		
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.Drumwright2@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	Brown Brown of Tennessee Inc.	Company Contact	Barbara Dreibelbis	
Street Address	6 Cadillac Drive STE 200			
City	Brentwood	State	TN	Zipcode 37027

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 220241 Sports Authority Liability Insurance
Evaluation Team/Review Board Score Sheet**

Offeror	Brown & Brown of Tennessee, Inc.
Contract Acceptance	Yes
Qualifications and Experience (25 Points)	22.00
Project Approach (25 points)	18.00
Cost (50 Points)	50.00
Total Evaluation Scores	90.00

Evaluation Comments

Brown & Brown of Tennessee, Inc.

Strengths

Provided good information regarding Experience and Qualifications. Provided strong references. Vast previous history working with entities of a similar size. Provided detailed overview of company and expertise. Dedicated team assigned to provide support and services described in the Scope of Work. Provide firm's key individuals who will be involved in providing the services defined within the Scope of Work. Provided detailed information on how Collaboration Team will work with Metro to resolve issues and address needs. Project Approach provided detailed information related to the firm's plans to provide requested services. Provided supporting documentation outlining ability to provide services. Provided detailed plans related to the communication efforts that will be made during the contract. Provided detailed information regarding approach to managing the contract and distribution of tasks.

Weaknesses

Lack of information related the description of services related to previous projects. Did not include process for issuing certificates of Insurance to Metro. Did not include ability to arrange for access to underwriters. Did not provide any sample policies and forms.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 220241 Sports Authority Liability Insurance			50	0	50

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Brown & Brown of Tennessee, Inc.	\$1,124,886.25	\$0.00	50.00	0.00	50.00

* There was no SBE/SDV or EBO Goal for this solicitation.