



Notice of Intent to Award

Solicitation Number	362284	Award Date	3/6/2024 5:59 PM CST	
Solicitation Title	Acquisition of Library Books and Audiovisual Materials			
Buyer Name	Von L Bell	Buyer Email	von.bell@nashville.gov	
BAO Rep	Angie Martin	BAO Email	Angie.Martin@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	Ingram Library Services LLC. (Adult Materials)	Company Contact	Kathryn Shaw		
Street Address	One Ingram Blvd				
City	LaVergne	State	TN	Zipcode	37086

Company Name	Baker & Taylor LLC (Children/Teen Materials)	Company Contact	Lee Ann Queen		
Street Address	2810 Coliseum Centre Drive - Ste. 300				
City	Charlotte,	State	NC	Zipcode	28217

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# 362284			
Evaluation Team/Review Board Score Sheet			
Evaluation Criteria/Offeror	Baker & Taylor LLC	Ingram Library Services LLC.	Mackin Book Company dba Mackin Educational Resources
Qualifications and Experience (5 points)	5.00	5.00	3.00
Approach and Capacity to Perform (20 points)	20.00	20.00	13.00
Cost (15 points)	14.07	15.00	
Total Proposal (Evaluation Scores)	39.07	40.00	16.00
Demonstration Comments	Demonstration highlights included real time inventory, capability to provide templates, grids, manually enter multiple ISBNs, generate reports, and link title records. Demo successfully met submitted web-based online platform minimum requirements from round one. Minor weakness, website is slightly complex and may require departmental training to navigate.	The demonstration included an excellent visual demonstration to successfully support the submitted minimum requirements for web-based online platform. Demo highlights included real time inventory, items in stock, basic search by ISBN, keyword, series, title, ability for multiple users customizable user accounts and link records, provide electronic invoicing. Demo had no weaknesses.	Demonstration failed to meet a majority of the minimum requirements to support submitted form in round one. The demo had significant weaknesses. Demo failed to provide real time inventory, capability for NPL to manage and/or customize user accounts and set up its own grids and link title records. Due to the low demo score supplier was not invited to participate in round three (3) to submit cost spreadsheet.
Demo Scores (Round 2)	58.00	60.00	30.00
Total Scores Rounds 1, 2, & 3	97.07	100.00	46.00
Evaluation Comments			
Baker & Taylor LLC			
Strengths			
Offer greatly exceeds standards and demonstrates superior understanding of solicitation goals & objectives. Award justification notes several major strengths; Proposal included all requested qualifications and experience and reference information of similar projects as scope of work. The proposal detailed the firms approach and capacity to perform the requested goods and services as outlined in the solicitation.			
Weaknesses			
No proposal weaknesses.			
Ingram Library Services LLC.			
Strengths			
Offer greatly exceeds standards and demonstrates superior understanding of solicitation goals & objectives. Award justification notes several major strengths. Proposal detailed all requested qualifications, experience, and plan of action for provision of services. Offer included approach and capacity to perform with process and procedures, quality control program, material processing, catalog services and shipping details.			
Weaknesses			
No correctable weaknesses			
Mackin Book Company dba Mackin Educational Resources			
Strengths			
Offer greatly fails to meet standards and demonstrates inferior understanding of solicitation goals & objectives. Award justification notes significantly less strengths than weaknesses; weaknesses are impossible to correct.			
Weaknesses			
The proposal failed to provide substantive responses for the requested qualifications and experience information. The proposal's approach and capacity to perform submission included minimal details and failed to provide explanation of processes, procedures, and quality control for proper evaluation.			

Enter Solicitation Title & Number Below			
Acquisition of Library Books and Audiovisual Materials RFQ 362284		Lowest Bid	
		\$5,624,179.50	15
Offeror's Name	Bids	Evaluation Amount	RFP Cost Points
Ingram Library Services LLC	\$5,624,179.50	\$ 5,624,179.50	15.00
Baker & Taylor	\$5,997,238.00	\$ 5,997,238.00	14.07
Mackin Book Company dba Mackin Educational Resources			
Mackin was not invited to round 3 to submit cost due low eval and demo scores*			
No EBO goals or SBE/SDV			

Certificate Of Completion

Envelope Id: 7AE2B2BD0A294F3E97F37DD60E862C7E	Status: Completed
Subject: Intent to Award - RFQ # 362284 for Acquisition of Library Books and Audiovisual Materials	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Von Bell
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	von.bell@nashville.gov
	IP Address: 170.190.198.185

Record Tracking


Status: Original	Holder: Von Bell	Location: DocuSign
3/6/2024 2:30:17 PM	von.bell@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
Gary Clay		Sent: 3/6/2024 2:32:10 PM
Gary.Clay@nashville.gov		Viewed: 3/6/2024 2:42:18 PM
Asst. Purchasing Agent		Signed: 3/6/2024 2:43:12 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michelle A. Hernandez Lane		Sent: 3/6/2024 2:43:13 PM
michelle.lane@nashville.gov		Viewed: 3/6/2024 5:49:08 PM
Chief Procurement Officer/Purchasing Agent		Signed: 3/6/2024 5:59:52 PM
Metro	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 170.190.198.191	

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

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/6/2024 2:32:10 PM
Certified Delivered	Security Checked	3/6/2024 5:49:08 PM
Signing Complete	Security Checked	3/6/2024 5:59:52 PM
Completed	Security Checked	3/6/2024 5:59:52 PM

Payment Events	Status	Timestamps
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