



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Shannon Litchfield
Systems & Software Inc.
426 Industrial Ave, Suite 140
Williston, VT 05495

Re: **RFQ # 111227, CIS Implementation, Annual Software Maintenance and Support**

Dear Ms. Litchfield:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 111227 for CIS Implementation, Annual Software Maintenance and Support. This letter hereby notifies you of Metro's intent to award to Systems & Software Inc., contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally, the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact Sierra Washington, BAO Representative, at 615-880-2783 or at sierra.washington@nashville.gov.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Scott Ferguson by email at scott.ferguson@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

Michelle A. Hernandez Lane

MICHELLE A. HERNANDEZ LANE

Purchasing Agent

Cc: Solicitation File, Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. Right to Protest. 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.

Procurement Division

730 Second Avenue South, Suite 112
P.O. Box 196300
Nashville, Tennessee 37219-6300

www.Nashville.gov
Phone: 615-862-6180
Fax: 615-862-6179

RFQ# 111227 - CIS Implementation, Annual Software Maintenance and Support	
Evaluation Criteria	Systems and Software
Round 1	
Licensing Requirements	Yes
Background Check Acceptance	Yes
Solicitation Acceptance	Yes
Contract Acceptance	Yes
ISA Questionnaire Completed and Terms Accepted	Yes
Project Experience (20 Points)	18
Product Information (20 Points)	15
Methodology and Approach (20 Points)	18
Cost Detail (10 Points)	10
Cost Criteria (30 Points)	24
Round 1 Totals	85.00
Strengths & Weaknesses	
Systems and Software	

Strengths: Firm provided adequate back up detail information describing their cost model.

Weaknesses: Firm did not adequately demonstrate past experience where the proposed team (prime and subcontractors) showed commitment to providing adequate communication regarding technology upgrades. Firm did not provide an adequate list of current and previous customers of similar size and scope. Firm did not adequately describe if their solution supports cloud storage. Firm did not provide documentation on their standard service level (SLA) options or maintenance and support options. Firm did not provide a single point of contact for Metro to use for implementation, installation, maintenance, support and troubleshooting issues. Firm did not adequately describe customer support capabilities they were proposing as part of their scope of services.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
CIS Implementation, Annual Software Maintenance and Support; RFQ# 111227			24	6	30

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Systems and Software Inc.	\$3,543,273.79	\$0.00	24.00	0.00	24.00

Ferguson, Scott (Finance)

From: Washington, Sierra (Finance)
Sent: Tuesday, July 13, 2021 9:45 AM
To: Ferguson, Scott (Finance)
Cc: Wood, Christopher (Finance - Procurement); Frye, Jeremy (Finance)
Subject: Final Assessment - RFQ# 111227 - CIS Implementation, Annual Software Maintenance and Support
Attachments: 111227 Good Faith Efforts Summary Sheets.pdf; 111227 Statement of MWBE Utilization.pdf; 111227 CIS Implementation Annual Software Maintenance and Support.pdf

Hi Scott,

Please accept this is as my final assessment, the respondent is compliant with the EBO program having provided acceptable GFE. The contract will not require monitoring in B2GNow.

Thank you,

Sierra M. Washington
Contract Compliance Officer
Metropolitan Nashville Davidson County Government
Department of Finance
[Office of Minority and Women Business Assistance \(BAO\)](#)
[730 2nd Avenue South, 1st Floor; PO Box 196300](#)
[Nashville, TN 37219-6300](#)
(p) [615.880.2783](#) (f) [615.862.6179](#)

From: Ferguson, Scott (Finance) <Scott.Ferguson@nashville.gov>
Sent: Wednesday, July 7, 2021 11:18 AM
To: Washington, Sierra (Finance) <Sierra.Washington@nashville.gov>
Cc: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>; Wood, Christopher (Finance - Procurement) <Christopher.Wood@nashville.gov>
Subject: Final BAO review for Single Offer - RFQ# 111227 - CIS Implementation, Annual Software Maintenance and Support

Sierra,

This RFP closed May 27, 2021 and final Evaluation Scoring was completed on June 18, 2021. The single minimally responsive offers are below. Will you conduct final BAO review?

Please let me know if you need additional information.

Vendors:

Systems & Software Inc.



Statement of M/WBE Utilization

Proposer's/Firm's Name: Systems & Software	Proposer's Phone #: 802-865-1170
Solicitation Title: CIS Annual Maintenance & Upgrade	Proposer's Email Address: smartin3@harriscomputer.com
Solicitation #: 111227	Amount Self-performed : 100%
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: 3543273.79
Proposed EBO Goal (%) : <u>10</u> MBE% <u>8</u> WBE%	EBO Goal Met? (Y/N) NO

The following MWBE* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

MBE/WBE Firm Name		MBE/WBE Firm Address		Certificate		Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
				Type (MBE or WBE)	* MBE/WBE Group Type *				
1	N/A - All work provided by S&S				Select	Select			
2					Select	Select			
3					Select	Select			
4					Select	Select			
5					Select	Select			
6					Select	Select			
7					Select	Select			

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature) Dana Lendorf-McCarthy, Executive Vice President	Date 05/21/2021
<i>Dana Lendorf-McCarthy</i>	

*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

For Internal Office Use ONLY	YES
Has Prime Complied with EBO Goal? NO	If No, Good Faith Efforts Met?

BAO Representative: Sierra Washington

Date: 07/08/21

Total MBE Subcontracting	<u>0</u> %	<u>\$ 0</u>
Total WBE Subcontracting	<u>0</u> %	<u>\$ 0</u>
Total MBE/WBE Participation:	<u>0</u> %	<u>\$ 0</u>

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

SUMMARY SHEET

THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL**(Due with Bid Submission if Applicable)**

Project Name: CIS Annual Maintenance & Upgrade		Project Number: 111227	
Company Name: Systems & Software		Date Submitted: 05/21/2021	Total Contract Value: 3543273.79
Address: 10 E. Allen St. Ste 201 Winooski, VT 05404		Federal Tax ID# 03-0238126	
Contact Person: Shannon Martin	Email:	Phone #: 802-865-1170	

GOOD FAITH EFFORTS SUMMARY SHEET

Number	Bidder Action(s)	BAO Only
1.	<p>Solicitation and written notice to available and certified MWBEs: Soliciting specific individual MWBEs whose availability as potential sources of goods or services can be reasonably ascertained. This measure includes sending letters or making other personal contacts with specific certified MWBEs including those that the Bidder has contracted with in the past as well as other MWBEs with which the Bidder may be unfamiliar, but whose identities can be ascertained from a directory of certified MWBEs maintained by the BAO.</p> <p>The written notices contain:</p> <ol style="list-style-type: none"> I. Enough information about the plans, specs, and terms & conditions of the solicitation; II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract; III. Information regarding the Bidder's bonding requirements; IV. The deadline for submission of price quotations. 	N/A

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone/Email	Type of Business	Type of Work/Service(s) Solicited	How Business was contacted (i.e. email, phone, letter, etc.?)	Response to Solicitation (i.e. will submit bid, no response, not interested)	Bid/Quote Amount	Company Selected (Write Yes or NO)
N/A - All annual maintenance work can only be supplied by Systems & Software	Select					Select
	Select					Select

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GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST		
Number	Bidder Action(s)	BAO Only
2.	Meetings: Attended or held informational meetings to update potential subcontractors or vendors of subcontracting or supply opportunities.	N/A

List all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Description of Meeting Notices for M/W/SDVEs	Date M/W/SDVE Attended, if applicable
N/A - All annual maintenance work can only be supplied by Systems & Software		
CIS Annual Maintenance & Upgrade	111227	

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3.	Unbundling. Divided the contract, in accordance with normal industry practice, into small, economically feasible segments that could be performed by MWBEs. Under no circumstances, however, shall a bidder segment work solely for the purpose of utilizing MWBEs as subcontractors where such segmentation is not in accordance with common and accepted industry practices relating to the utilization of other firms as subcontractors.	N/A

What Scope of Project Was Divided?

1. N/A - S&S does not divide annual maintenanc	2.
3.	4.
5.	6.

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4.	Rejection: Provided a written explanation for rejection of any potential subcontractor or vendor to the Bidder, including the name of the firm awarded the subcontract or supply agreement.	N/A

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

M/WBE Firm Name/Address/Contact Person/Phone Number/Email	Description of Proposed Work	Reason for Rejection
N/A - All annual maintenance work can only be supplied by Systems & Software		

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5.	Non-discrimination: Providing a non-discriminatory work site. Maintaining a work environment free of harassment, intimidation and coercion at all construction sites, offices and other facilities at which the Bidder's employees are assigned to work. The Bidder shall specifically ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the Bidder's obligation to maintain a non-discriminatory work environment.	Pass

For each training, list the type of training and date.

Type of Training	Date of Training
Annual HR training includes non-discriminatory mo	01/01/2021

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6.	Community and Other Organizational Services Support: Advertising in trade publications of general circulation in the Program Area. The advertisement shall identify and describe the specific subcontracting or other opportunity in reasonable detail.	N/A

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Publication Name	Date of Publication	Please provide copy.
N/A - All annual maintenance work ca		

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Number	Bidder Action(s)	BAO Only
7.	Assistance: Bonding/Lines of Credit/Insurance: Providing reasonable assistance to a MWBE in need of equipment, supplies, bonding, letters of credit and/or insurance.	N/A

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance
N/A - Systems & Software does not provide these services to any organization.	

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8.	Database Utilization Accessed all reasonable and available means to include, but not limited to the following examples: https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx or https://nashville.diversitycompliance.com/	N/A

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Database Accessed	Date of Access	Results
N/A - All annual maintenance work can only be supplied by Systems & Software	07/08/21	

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9.	Mentor Protégé' Relationship/Technical Assistance: Providing reasonable technical assistance to a MWBEs to ameliorate any deficiencies of technical knowledge or advance skill, where such assistance is undertaken by the Bidder to facilitate the MWBE's successful participation on a project or contract.	N/A

For each MBE/WBE firm assisted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name	Type of Assistance	If Mentor Protégé' Agreement Reached, Please Provide Copy.
N/A		N/A - S&S does not provide these services to any organization.

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature: Dana Lendorf-McCarthy Print Name: Dana Lendorf-McCarthy Title: Executive Vice President

BAO Small Business Assessment Sheet

BAO Specialist: Sierra Washington
Contract Specialist: Scott Ferguson
Date: 07/08/2021

Department Name: Water Services
RFP/ITB Number: 111227

Project Name: CIS Implementation Annual Software Maintenance and Support

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Systems and Software	\$3,543,273.79	\$0.00	No	0%	The prime is not an approved SBE, and will not be utilizing subcontractors.