



**Notice of Intent to Award**

Solicitation Number	166227	Award Date	1/3/2022   1:51 PM CST
Solicitation Title	Maintenance, Updating and, Publishing of the Metro Code of Laws and Charter		
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	Municipal Code Corporation	Company Contact	Steffanie Rasmussen	
Street Address	1700 Capital Circle SW			
City	Tallahassee	State	FL	Zipcode 32316

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.

SW Supervisor (Initial)

Michelle A. Hernandez Lane  
Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

## RFQ 166227 Maintenance. Updating and. Publishing of the Metro Code of Laws and Charter Evaluation Team/Review Board Score Sheet

Offeror	Municipal Code Corporation
Contract Acceptance	Yes
Experience. Qualification. and Reference (30 Points)	23.00
Project Approach (40 Points)	37.00
Cost (30 Points)	30.00
<b>Total Evaluation Scores</b>	<b>90.00</b>

### Evaluation Comments

#### Municipal Code Corporation

##### Strengths

Provided supporting information outlining ability to provide services. Project Approach tailored towards Metro's need. Provides many options hard-copy and printable options. Described in detail the benefits and drawbacks of all requested formats. Provided in-depth details on how users can navigate to and print copies of the Code using proposed software and platform. Described the ease of using "Search" function to locate sections of the Code online. Exceptional capacity to provide the referenced services to Metro. Provided Good References. Provided detailed client service and communications plan. Provided detailed information for experience and qualifications. Provided detailed information on Leadership and Collaboration Team. Dedicated team and point-of-contact to provide services to address Metro needs.

##### Weaknesses

Did not provide benefits of Single-Column format. Did not elaborate on how specific sections and Appendices would be printable. Did not discuss pricing difference between different formats. Small quantity of past references. Did not elaborate on Editorial Team.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 166227 Maintenance, Updating and, Publishing of the Metro Code of Laws and Charter			30	0	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount Proposed	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Municipal Code Corporation	\$205,421.08	0.00	30.00	0.00	30.00

\* The BAO Assignment for this award included no SBE/SDV Cost Incentive.