



Notice of Intent to Award

Solicitation Number	242257	Award Date	5/27/22
Solicitation Title	Disparity Study & EBO Post Implementation Review		
Buyer Name	Zak Kelley	Buyer Email	zak.kelley@nashville.gov
BAO Rep	Jeremy Frye	BAO Email	jeremy.frye@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	Griffin & Strong PC	Company Contact	Susan Johnson		
Street Address	235 Peachtree Street NE				
City	Atlanta	State	GA	Zipcode	30303

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.

MAL

Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Purchasing Agent & Chief Procurement Officer



RFQ 242257 – Disparity Study & EBO Post Implementation Review

Rank	Company	Qualifications & Experience (40 Points)	Project Approach (40 Points)	Cost Criteria (20 Points)	Financial Offer	Total Points (100)
1	Griffin & Strong PC	40	35	20	\$388,100.00	95

Griffin & Strong PC	
Strengths	Weaknesses
<p>Similar projects cite over 40 disparity studies conducted, three (3) in the last five (5) years that are from peer cities highly relevant to Nashville and are significantly above expectations in this regard.</p> <p>Similar projects more than adequately demonstrate previous work and expertise in the areas enumerated in the solicitation and are significantly above expectations in this regard.</p> <p>Organizational chart adequately identifies individuals, roles, and expertise of team members proposed for this project and meets expectations in this regard.</p> <p>Organizational chart includes prime and subcontractors with documented history of successful projects in Metro and is significantly above expectations in this regard.</p> <p>Project narrative demonstrates elevated understanding of scope and is above expectations in this regard.</p> <p>Project narrative includes adequate plans for coordinating, communicating, and scheduling work with the BAO and meets expectations in this regard.</p> <p>Anticipated timeline proposed is aligned with internal needs and meets expectations in this regard.</p>	<p>Project narrative lacked some specificity relative to data collection and is marginally below expectations in this regard.</p> <p>Summary of project challenges, risks, and opportunities for innovation did not adequately address innovation and are below expectations in this regard.</p>



CERTIFICATE OF INSURANCE CHECKLIST

Within ten (10) days, please provide a certificate of insurance reflecting the coverage(s) checked below:

- General Liability Insurance** in the amount of one million (\$1,000,000.00) dollars;
- Professional Liability Insurance** in the amount of one million (\$1,000,000.00) dollars;
- Product Liability Insurance** in the amount of one million (\$1,000,000.00) dollars (if being manufactured by Offeror);
- Cyber Liability Insurance** in the amount of five million (\$5,000,000.00) dollars (for companies that have access to personal information (SSN's Addresses of employees, customers or students);
- Technological Errors and Omissions Insurance** in the amount of one million (\$1,000,000.00) dollars (for software and hardware manufacturers & website designers);
- Automobile Liability Insurance** in the amount of one million (\$1,000,000.00) dollars (if supplier will coming on Metro Property or making onsite deliveries);
- Worker's Compensation Insurance** with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee. (Workman's Comp Insurance is not required for companies with fewer than five (5) employees.);
- Abuse and molestation Insurance** in the amount of one million (\$1,000,000.00) dollars.

The COI "description" should read:

Metropolitan Government of Nashville and Davidson County, its officials, officers, employees, and volunteers are named as additional insureds per general liability additional insured endorsement and automobile liability additional insured endorsement.

RFQ/Contract Number _____

The "certificate holder" should read

**Purchasing Agent
Metropolitan Government of Nashville and Davidson County
Metro Courthouse,
Nashville, TN 37201**

Notices and Designation of Agent for Service of Process

All notices to METRO shall be mailed or hand delivered to:

**PURCHASING AGENT
PROCUREMENT DIVISION
DEPARTMENT OF FINANCE
PO BOX 196300
NASHVILLE, TN 37219-6300**

Notices to CONTRACTOR shall be mailed or hand delivered to:

CONTRACTOR:

Attention:

Address:

Telephone:

Fax:

E-mail:

CONTRACTOR designates the following as the CONTRACTOR's agent for service of process and will waive any objection to service of process if process is served upon this agent:

Designated Agent:

Attention:

Address:

Email:

[SPACE INTENTIONALLY LEFT BLANK]



Vendor Checklist

Buyer Name		Buyer Email	
Please Return By		Solicitation #	

Please provide the information below to the buyer listed above by the designated date.

Who is the point of contact for this contract?

This is the individual who will provide information and assistance regarding your contract.

Name		Email	
Title		Phone #	
Mailing Address			

Who is the signatory for this contract?

This is the individual who will sign the contract to create a legal obligation for your business.

Name		Email	
Title		Phone #	
Mailing Address			

Who is the agent of service for this contract? *(The address listed by the registered agent must be in Tennessee)*

This is the individual who will receive lawsuits and other legal documents on behalf of your business.

Designated Agent		Email	
Attention		Phone #	
Mailing Address			

What is the legal name of your business?

This is the name registered with the state filing office and used for contract development.

Name	
DBA	

Is your iSupplier profile and contact directory up to date?

Have you provided, if applicable, proof of current certification as a minority owned (MBE), woman owned (WBE), queer owned (LGBTBE), or service disabled veteran owned (SDV) business?

Have you updated iSupplier with your banking information, including W-9 and ACH?

Does the tax-id number on your W-9, ACH, and iSupplier profile match?

Have you provided a certificate of insurance with all coverage indicated in the solicitation?

Have you provided, if applicable, the required bond(s) in the amount of \$ _____ ?

For questions related to iSupplier, please email iSupplier@Nashville.Gov.