



Notice of Intent to Award

Solicitation Number	237233	Award Date	7/14/2022 10:48 AM CDT
Solicitation Title	Media Monitoring Services for Nashville Public Library		
Buyer Name	Jonathan Meadows	Buyer Email	jonathan.meadows@nashville.gov
BAO Rep	Trevor Hilton	BAO Email	trevor.hilton@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	Pressrelations, Inc.	Company Contact	Jordan Connie
Street Address	4616 Burleson Road, #18374		
City	Austin	State	TX
		Zipcode	78744

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

Enter Solicitation Title & Number Below						
RFQ 237233; Media Monitoring Services for Nashville Public Library	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$71,172	\$71,172	\$71,172
Offeror's Name	Bids	SBE	Participation Incentive Threshold	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Pressrelations, Inc.	\$71,172.00	\$0	\$0	\$0	\$71,172	Awarded
Muck Rack LLC	\$126,608.83	\$0	\$0	\$0	\$126,609	Not Awarded

*SBE/SDV Cost Incentive was not applicable to this solicitation

*No EBO goals were established for this solicitation

From: [Horn, Jessica \(Library\)](#)
To: [Meadows, Jonathan \(Finance - Purchasing\)](#); [Brown, Ed \(Library\)](#)
Subject: RE: RFQ 237233 Media Monitoring for Nashville Public Library
Date: Tuesday, June 21, 2022 12:01:23 PM

Hi Jonathan,

Yes, please proceed. Thanks for your help.

Jessica Horn | Administrative Services | 615.880.2118

From: Meadows, Jonathan (Finance - Purchasing) <Jonathan.Meadows@nashville.gov>
Sent: Tuesday, June 21, 2022 10:16 AM
To: Brown, Ed (Library) <Ed.Brown@nashville.gov>; Horn, Jessica (Library) <Jessica.Horn@nashville.gov>
Subject: RFQ 237233 Media Monitoring for Nashville Public Library

Ed, Jessica,

Good morning. Attached is the lowest cost offer for RFQ 237233.

Do you find this fair and acceptable? If so, I will begin building the award.

Thank you,

Jonathan Meadows
Procurement Officer II
Department of Finance, Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615-862-6672