



**Notice of Intent to Award**

Solicitation Number	318253	Award Date	4/10/2023   11:37 AM CDT
Solicitation Title	Management Training Services		
Buyer Name	Marissa Conklin	Buyer Email	Marissa.conklin@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	Quality Management Services, LLC	Company Contact	Judy King
Street Address	538 Stone Villa Lane		
City	Knoxville	State	TN
		Zipcode	37934

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

Solicitation Title & Number		RFP Cost Points
RFQ 318253; Management Training Services		50
Offeror's Name	Total Bid Amount	RFP Cost Points
Quality Management Services, LLC	\$373,232.25	50.00
Agile Consulting Lt Liability Co	\$792,521.25	23.55
Berry, Dunn, McNeil & Parker LLC dba BerryDunn	\$963,263.06	19.37
Brigitte O'Michaels LLC	\$1,337,636.77	13.95

## RFQ 318253 Management Training Services

### Evaluation Committee Scoring Sheet

Offeror	Quality Management Services, LLC	Agile Consutling Lt Liability Co	Berry, Dunn, McNeil & Parker LLC dba BerryDunn	Brigitte O'Michaels LLC
Contract Acceptance (Yes/No)	Yes	Yes	Yes	Yes
Cost (50)	50.00	23.55	19.37	13.95
Qualifications and Experience (50)	50.00	35.00	40.00	28.00
<b>Total Evaluation Scores</b>	<b>100.00</b>	<b>58.55</b>	<b>59.37</b>	<b>41.95</b>

### Evaluation Comments

Quality Management Services, LLC
<b>Strengths</b>
Listed out qualifications, resumes, testimonials, met the page limit requested. The references were relevant to the scope of work, well written. Listed out a detailed training plan that explained what set their company apart from competitors. Gave information for all questions and responses requested.
<b>Weaknesses</b>
None.
Agile Consulting Lt Liability Co
<b>Strengths</b>
Company had strong HR background, offered online and/or hybrid courses and all personnel had college degrees, very well qualified.
<b>Weaknesses</b>
Requested 5 references, only 3 given with similar scope. No testimonials provided, there was another entity listed that is involved with another proposer.

<b>Berry, Dunn, McNeil &amp; Parker LLC dba BerryDunn</b>
<b>Strengths</b>
Resumes were very detailed and list of qualifications. Listed testimonials and training, good standing references.
<b>Weaknesses</b>
Did not explain what sets them apart from competitors. Went over the 10 page limit requested.
<b>Brigitte O'Michaels LLC</b>
<b>Strengths</b>
Provided resumes, clearly stated the experience the company had that set them apart from their competitors. Provides workshops and retreats.
<b>Weaknesses</b>
Requested 5 references, only 3 given but not relevant. Testimonials requested with details, customer quotes only given and not sourced/contacts given.



# Statement of M/WBE Utilization

Proposer's/Firm's Name: Quality Management Services, LLC  
 Solicitation Title: Management Training Services  
 Solicitation #: RFQ: 318253, 2  
 Proposer's/Firm's Ownership:  WBE  
 Proposed EBO Goal (%): 12 MBE% 12 WBE%  
 Proposer's Phone #: 615.414.3648  
 Proposer's Email Address: judy@qmsresults.com  
 Amount Self-performed : 88%  
 Total Bid Amount: \$252,576  
 EBO Goal Met? (Y/N)  NO

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

Certificate		Type		* MBE/WBE		Code #		Description of Work		MBE/WBE		Percent	
MBE/WBE Firm Name		MBE/WBE Firm Address		Phone/E-Mail		(MBE or WBE)		Group Type *		UNSPS/NAICS		Dollars (\$) of Total Contract	
1	Culture Shift Team, Inc.	1803 Broadway #127, Nashville, Tennessee 37203	615-480-8667	615-480-8667	615-480-8667	MBE	1	611430	Training	\$30,309	12%		
2						Select							
3						Select							
4						Select							
5						Select							
6						Select							
7						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)  
**Judy Z. King/Founder & Principal**

Judy Z. King

Date

02/27/2023

\*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

If No, Good Faith Efforts Met? YES

BAO Representative: Angie Martin

Project Manager: Sarah Wilson

Date: 03/31/23

Total MBE Subcontracting 12 %  
 Total WBE Subcontracting 0 %  
 Total MBE/WBE Participation: 100 %

Metro Buyer: Marissa Conklin  
 \$ 30,309  
 \$ 0  
 \$ 252,576

### BAO Notes:

Prime is WBE certified

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)

<b>Project Name:</b> Management Training Services		<b>Project Number:</b> RFQ: 318253, 2	
<b>Company Name:</b> Quality Management Services, LLC	<b>Date Submitted:</b> 02/27/2023	<b>Total Contract Value:</b> \$373,232.25	
<b>Address:</b> 538 Stone Villa Lane Knoxville, TN 37934		<b>Federal Tax ID#</b> 91-1774745	
<b>Contact Person:</b> Judy Z. King	<b>Email:</b>	<b>Phone #:</b> 615.414.3648	

**GOOD FAITH EFFORTS SUMMARY SHEET**

Number	Bidder Action(s)	BAO Only
1.	<p><b>Solicitation and written notice to available and certified MWBEs:</b>                      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> <ul style="list-style-type: none"> <li>I. Enough information about the plans, specs, and terms &amp; conditions of the solicitation;</li> <li>II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract;</li> <li>III. Information regarding the Bidder's bonding requirements;</li> <li>IV. The deadline for submission of price quotations.</li> </ul>	Pass

**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)
See attached for all entries	Select					Select <input type="button" value="v"/>
See attached for all entries	Select					Select

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

**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
Did not hold meetings, other than conference calls		

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Number	Bidder Action(s)	BAO Only
3.	<b>Unbundling.</b> 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.	Pass

**What Scope of Project Was Divided?**

1. 1 week of Management and Leadership Training: Culture Shift Team to train one day	2.
3.	4.
5.	6.



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Number	Bidder Action(s)	BAO Only
4.	<b>Rejection:</b> 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.	Pass

**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
Culture Shift Team, Inc. Nashville, TN Ann Gillespie 615-480-8667 connect@cultureshiftteam.com	Training	Was not rejected; was selected. Only one that bid

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5.	<b>Non-discrimination:</b> 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
RDR Group: Inclusion Seminar	05/14/2020

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6.	<b>Community and Other Organizational Services Support:</b> 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.	Fail

**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.
None		

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Number	Bidder Action(s)	BAO Only
7.	<b>Assistance: Bonding/Lines of Credit/Insurance:</b> 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
Culture Shift Team, Inc. needed no assistance, well established company	

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8.	<b>Database Utilization</b> Accessed all reasonable and available means to include, but not limited to the following examples: <a href="https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx">https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx</a> or <a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	Pass

**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
<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	03/31/23	Located potential subs for management training services and printing services and contacted them

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9.	<b>Mentor Protégé' Relationship/Technical Assistance:</b> 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.
Culture Shift Team, Inc.	None needed, well established company	

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: Judy Z. King Print Name: Judy Z. King Title: Founder & Principal

**Good Faith Summary Sheet Number 1 Attachment for 318253, 2**

<b>Company Name/Address/Contact Person/Phone/Email</b>	<b>Type of Business</b>	<b>Type of Work/Service(s) Solicited</b>	<b>How Business was contacted (i.e. email, phone, letter, etc.?)</b>	<b>Response to Solicitation (i.e. will submit bid, no response, not interested Bid/Quote Amount</b>	<b>Company Selected (Write Yes or NO)</b>
Culture Shift Team, Inc. Nashville, TN Ann Gillespie 615-480-8667 connect@cultureshiftteam.com	WBE MBE	Training	Email and Phone	Submitted bid	Yes, as MBE
Entrée Savvy Murfreesboro, TN Susan Vanderbilt 901-569-7160 susanvanderbilt@entreesavvy.com	MBE	Training	Email and Phone	No response	No
Executive Impact Friendsville, TN Jeremy DeWitt for Alissa DeWitt 731-882-0082 alissa@theexecutiveimpact.com	WBE	Training	Email and Phone	Declined to participate	No
Sims Strategic Diversity Consultants Brentwood, TN 615-504-2244 gdavis@simsdiversityconsult.com	MBE	Training	Email and Phone	Declined to participate, not their type of training	No
Burns Printing Knoxville, TN Kai Brown for Phyllis Burns 865-584-2265 Kai Brown estimating@burnsmp.com	WBE	Graphic Design and Printing of Participant Materials	Email and Phone	Declined to participate	No