

**RFQ #911543 U.S. MAIL AND EMAIL SERVICES  
Evaluation Team/Review Board Score Sheet**

Offeror	Axis Direct	Superior DataWorks
Qualifications & Experience	31.00	23.00
Approach & Service	29.00	20.00
Cost	35.00	11.26
<b>Total Evaluation Scores</b>	<b>95.00</b>	<b>54.26</b>

## Evaluation Comments

### Axis Direct

**Strengths** - Axis demonstrated a high and in-depth knowledge of the various Metro department needs and cycles. The staff bios were complete and focused on Metro's anticipated services. They offered specific options on how to reach their personnel. Scheduling was addressed along with the flexibility to accommodate special requests. Confidentiality of material was addressed along with destruction as well as sustainability.

**Weaknesses** - The details on the subcontract were modest as were how and when they will engage them. Even with the additional request, email solutions were weak.

### Superior Data Works

**Strengths** - While they presented Metro related references, those engagements were brief in duration. Bios were focused on education, research and PR experience. Strong listing of services but these were bulleted items with little support. Complete listing of equipment and some information on sustainability.

**Weaknesses** - Details were high level and more bullet point type responses. Seemed to be a canned response. Application of the services seemed to be generic. Did not address how Metro would be served. Even with the additional request, email solutions were weak.

Enter Solicitation Title & Number Below		
RFQ #911543 - U.S. MAIL AND EMAIL SERVICES		RFP Cost Points
		<b>35</b>
Offeror's Name	Bids	RFP Cost Point Distribution
Axis Direct	\$ 2,483,322.27	<b>35.00</b>
Superior DataWorks LLC	\$ 7,722,373.58	<b>11.26</b>

## **Troup, Terri (Finance - Procurement)**

---

**From:** Gleason, Bryan C. (Finance - Contract Compliance)  
**Sent:** Wednesday, May 04, 2016 4:05 PM  
**To:** Troup, Terri (Finance - Procurement)  
**Cc:** Lane, Michelle (Mayor's Office)  
**Subject:** PNP & SBE determination: RFQ: 911543 U.S. Mail and Email Services  
**Attachments:** 911543 US Mail and Email.pdf

Terry,

Attached is the PNP determination for the above mentioned solicitation. Axis Direct successfully met the PNP good faith efforts requirements and didn't have any successful outreach. Axis Direct acknowledged the 10% SBE/SDV requirement mentioned in the solicitation. Please refer to the attached PNP determination for specific information regarding their outreach. If you should have any questions or concerns, please feel free to contact me.

Bryan C. Gleason  
Office of Minority & Women Business Assistance (BAO)  
730 2<sup>nd</sup> Avenue South, 1<sup>st</sup> Floor  
P.O. Box 196300  
Nashville, TN 37219

Office: (615) 862-6710

Fax: (615) 862-6175

# PNP Compliance Results Form

<b>Department Name: Metro Wide</b> <b>RFP/ITB Number: 911543</b> <b>Procurement Name: U. S. Mail and Email Services</b>		
Primary Contractor	PNP Compliant (Yes/No)	Determination Comments/% of Participation Proposed or Bid
Axis Direct	Yes	The prime contractor successfully reached out to the following three MWBE's in order to satisfy the GFE: Guy Brown Products (declined, waiting for additional opportunities), Sunset Marketing, Inc. (declined, no response) and International Office Products (declined)

\*Denotes Contractor with whom follow up was required  
 Date: 5/4/16  
 Metro Buyer: Terri Troup  
 BAO Rep: Bryan Gleason