



**Notice of Intent to Award**

Solicitation Number	262238	Award Date	11/30/2022   2:10 PM CST
Solicitation Title	Nurse Professional Liability Insurance		
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	USI Insurance Services, LLC	Company Contact	Eric Kenyon
Street Address	1 Concourse Parkway, Suite 700 Suite 800		
City	Atlanta,	State	GA
		Zipcode	30328

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

**RFQ 262238 Nurse Professional Liability Insurance  
Evaluation Team/Review Board Score Sheet**

<b>Offeror</b>	USI Insurance Services, LLC
<b>Contract Acceptance</b>	Yes
<b>Experience and Qualifications (25 Points)</b>	16.00
<b>Project Approach (25 points)</b>	21.00
<b>Cost (50 Points)</b>	50.00
<b>Total Evaluation Scores</b>	<b>87.00</b>

**Evaluation Comments**

<b>USI Insurance Services, LLC</b>	
<b>Strengths</b>	<p>Provided detailed information related to firm's organizational structure and years in business. Provided detailed information on firm's experience providing professional liability policies. Provided detailed information on ability, capacity, skill, and experience providing referenced services. Provided detailed information on firm's proposed team members and their ability in providing referenced services. Provided key individuals that will be involved in providing the referenced services. Provided good information on offeror's ability to facilitate losses. Provided detailed information on how leadership and collaboration team will tend to Metro's needs. Provided good client service and communications strategy. Described in detail the process and understanding of how quotes are obtained for the referenced services.</p>
<b>Weaknesses</b>	<p>Failed to provide requested information for previous contracts/projects completed within the past five years. Referenced projects not of a similar scope, size, and complexity. Did not include a copy of offeror's business license. Did not provide information related to access to underwriters. Did not detail offeror's ability to obtain renewal quotes within 60 day of request.</p>

Solicitation Title & Number		RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 262238 Nurse Professional Liability Insurance		50	0	50

  

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
USI Insurance Services, LLC	\$1,051,869.84	\$0.00	50.00	0.00	50.00

\* There was no Equal Business Opportunity (EBO) or SBE/SDV Programing for this solicitation.