



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

June 1, 2018

Sandi Hoff
Nashville Technology Council
500 Interstate Blvd
Nashville, TN 37210

Re: **RFQ # 1033877, Youth Technology Camp**

Dear Mrs. Hoff:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1033877 for Youth Technology Camp. This letter hereby notifies you of Metro's intent to award to Nashville Technology Council, contingent upon successful contract negotiations.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Brad Wall by email at brad.wall@nashville.gov Monday through Friday between 8:30am and 3:30pm.

If the Procurement Nondiscrimination Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification. Should you have any questions concerning this requirement, please contact Joe Ann Carr, BAO Representative, at (615) 880-2338 or at joeann.carr@nashville.gov.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

A handwritten signature in blue ink that reads "Michelle A. Hernandez Lane".

Michelle A. Hernandez Lane
Purchasing Agent

Cc: Solicitation File
Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. Right to Protest. 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.

**RFQ # 1033877 - Youth Technology Camp
Evaluation Team Score Sheet**

Offeror	Nashville Technology Council
Contract Acceptance	Accepted
Cost (35 Points)	35
Experience and Qualifications (40 Points)	40
Project Approach and Capacity (25 Points)	22
Total Evaluation Scores (100 Points Total)	97

Nashville Technology Council

Strengths

The vendor provided a detailed overview of their firm. The firm provided a detailed description of their experience in teaching curriculum to the youth that is associated with training in software, hardware, routing aspects, and digital video creation. The firm provided detailed experience in performing work of similar size, scope and complexity. The firm provided a detailed sample of the curriculum used for previous projects, and a narrative describing how the curriculum relates to the scope of work for this solicitation. The firm provided detailed information pertaining to their creation and management of 30 summer youth technology camps varying from 1 week to multiple weeks. The firm provided a detailed understanding of the project. The firm provided innovative processes to partner with other organizations in order to coordinate job shadowing events. The firm provided a detailed description of how soft skills training will be implemented in the scope of work. The firm provided detailed information on how to engage youth with varying levels and /or interest in technology.

Weaknesses

The description of how the firm would provide transportation and logistics for field trips/corporate visits lacked detail.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Youth Technology Camp; RFQ # 1033877			28	7	35

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Nashville Technology Council	\$291,270.00	\$49,270.00	28.00	7.00	35.00

PNP Compliance Results Form

Department Name: Metro Action Committee

RFP/ITB Number: 1033877

Youth Technology Camp

Primary Contractor	PNP Compliant (Yes/No)	
Nashville Technology Council	Yes	Proposer is compliant with the Procurement Nondiscrimination Program requirements having reached out to three certified MWBE firms: Columbia Data System (WBE) - Accepted - 16.9%, Thomas Consultants (MBE) - Declined, and EJO Ventures (MBE) - Declined.

***Denotes Contractor with whom follow up was required**

Date: 05/30/2018

Metro Buyer: Brad Wall

BAO Rep: Joe Ann Carr/Tina Burt

BAO SBE Assessment Sheet

BAO Specialist: Joe Ann Carr/Tina Burt
 Contract Specialist: Brad Wall
 Date: 05/30/2018

Department Name: Metro Action Committee
 RFP/ITB Number: 1033877
 Project Name: Youth Technology Camp

Primary Contractor*	Prime Bid Amount	Total Offered SBE (\$)	SBEs approved?	SBE (%)	Comments
Nashville Technology Council	\$291,270.00	\$49,270.00	Yes	16.9%	Prime acknowledged the SBE/SDV participation expectations and proposed the engagement of SBE firm Columbia Data Systems @ 16.9%.

*For ITBs, only apparent low bidder will be listed.

From: [Cox, Marvin \(MAC\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: Re: RFQ # 1033877 Youth Technology Camp
Date: Thursday, May 31, 2018 8:11:06 AM

We believe it is. We prepared to move forward and approve NTC for the Youth Technology Camp.

Marvin

Sent from my Verizon 4G LTE Smartphone
On May 31, 2018 9:06 AM, "Wall, Brad (Finance - Procurement)"
<Brad.Wall@nashville.gov> wrote:
Marvin,

RFQ # 1033877 closed with a single bid from Nashville Technology Council. The bid for is attached for your viewing. Does the department think the offer is fair and reasonable? Please let me know if I have the department's approval to move forward with awarding the single bidder.

Thank,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Cantlon, Judy \(Finance - Contract Compliance\)](#); [Wall, Brad \(Finance - Procurement\)](#); [Pittman, Genario \(Finance - Procurement\)](#)
Subject: FW: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp
Date: Friday, June 01, 2018 4:26:23 PM
Attachments: [Intent to Award Justification.pdf](#)
[Intent to Award Letter.doc](#)

Sole offeror approved. 10 day waiting period waived.

Michelle A. Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37201
Office- 615.862.5471

From: Cantlon, Judy (Finance - Contract Compliance)
Sent: Friday, June 01, 2018 2:16 PM
To: Lane, Michelle (Finance - Procurement)
Subject: FW: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

From: Wall, Brad (Finance - Procurement)
Sent: Friday, June 01, 2018 1:51 PM
To: Cantlon, Judy (Finance - Contract Compliance)
Subject: FW: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

Judy,

Please see approval below from Genario. Will you please have Michelle provide me with documentation that she approves of the sole bid and the signed intent to award letter?

Thanks,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101

Nashville, TN 37210
(615) 862-4273 (Office)

From: Pittman, Genario (Finance - Procurement)
Sent: Friday, June 01, 2018 1:48 PM
To: Wall, Brad (Finance - Procurement)
Subject: FW: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

Brad,

The Award Justification is approved.

Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Wall, Brad (Finance - Procurement)
Sent: Friday, June 1, 2018 1:41 PM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RE: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

Genario,

I have made the requested changes.

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: Pittman, Genario (Finance - Procurement)
Sent: Friday, June 01, 2018 1:30 PM
To: Wall, Brad (Finance - Procurement)
Subject: FW: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

Brad,

Per our discussion, please change the color of the table to be consistent with the color of the score sheet that is shown in the P:drive.

Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Wall, Brad (Finance - Procurement)
Sent: Friday, June 1, 2018 1:08 PM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RE: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

Genario,

Please see the changes made to the Intent to Award Justification.

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: Pittman, Genario (Finance - Procurement)
Sent: Friday, June 01, 2018 11:46 AM

To: Wall, Brad (Finance - Procurement)

Subject: FW: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

Brad,

Please see the attached Intent to Award Justification showing the suggested change to the comments.

Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Wall, Brad (Finance - Procurement)

Sent: Thursday, May 31, 2018 8:57 AM

To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>

Subject: Sole Bidder Approval for RFQ # 1033877 Youth Technology Camp

Genario,

RFQ # 1033877 closed with a single bidder, **Nashville Technology Council**. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **Nashville Technology Council**. This RFP was solicited to registered vendors under the commodity code 86000000 (Education and Training Services). An adequate pool of offerors had an opportunity to submit a response to the solicitation. Will you please forward this request to Michelle, and if she approves of the single offer, then I will save her response with the solicitation documents and move forward.

Thanks,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division

Metropolitan Nashville Davidson County

730 2nd Avenue South, Ste. 101

Nashville, TN 37210

(615) 862-4273 (Office)