



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

September 26, 2018

Brittany Blair  
The University of Tennessee  
2509 River Drive  
Knoxville, TN 37996  
Re: **RFQ # 1039788**, Revenue Forecasting and Modeling Assessment Services

Dear Ms. Blair:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1039788 for Revenue Forecasting and Modeling Assessment Services. This letter hereby notifies you of Metro's intent to award to The University of Tennessee, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

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.

Additionally the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact Jerval Watson, BAO Representative, at (615) 862-5461 or at [jerval.watson@nashville.gov](mailto:jerval.watson@nashville.gov).

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 Genario Pittman by email at [genario.pittman@nashville.gov](mailto:genario.pittman@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

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.

Procurement Division

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

[www.Nashville.gov](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

RFQ# 1039788 Revenue Forecasting and Modeling Assessment		
Evaluation Criteria (Max Points)	University of Tennessee Boyd Center for Business & Economic Research	Zilo International Group
Team Qualifications and Experience (35 Points)	34	15
Project Approach/Project Management Plan (35 Points)	32	15
Cost Criteria (30 Points)	13	24
<b>Total (100 Points)</b>	<b>79.00</b>	<b>54.00</b>
<b>Strengths &amp; Weaknesses</b>		

**University of Tennessee Boyd Center for Business & Economic Research (79.00 Points)**

**Strengths:** Detailed documentation of firm's qualifications to produce the required outcomes that are in the scope of work. Detailed organizational chart. Provided detailed reference projects of similar size, scope, and complexity. Detailed explanation of the statistical tools that will be utilized to provide the services in the scope of work. Detailed demonstration of the firm's knowledge and understanding of the scope of work. Detailed description of the defined roles of the proposed team. Detailed project schedule. Detailed quality assurance plan. Detailed risk mitigation plan.

**Weaknesses:** Demonstration of firm's ability to achieve accurate benchmarks from previous projects lacked specific details. Contract exceptions. Firm's correlation of tax methodology for sales tax sources lacked specific details.

**Zilo International Group (54.00 Points)**

**Strengths: N/A**

**Weaknesses:** Failed to provide the proposal in the format stated in the evaluation criteria section of the solicitation. Failed to provide reference projects of similar size, scope, and complexity. Organizational chart lacked specific details. Resume of key individuals' qualifications lacked specific details. Demonstration of the firm's knowledge and understanding of the scope of work lacked specific details. Firm's description of the proposed team's defined roles lacked specific details. Failed to provide a project schedule. Failed to provide a quality assurance plan. Firm's risk mitigation plan lacked specific details.

Enter Solicitation Title & Number Below

Revenue Forecasting and Modeling  
Assessment Services; RFQ# 1039788

Lowest Bid

\$210,000.00

Offeror's Name	Bids	SBE	Cost Evaluation (24 Pt Max)	SBE/SDV Evaluation (6 Pt Max)	Total Cost (30 Pt Max)
Zilo International Group	\$210,000.00	\$0.00	24	0	24
University of Tennessee Boyd Center for Business & Economic Research	\$380,180.00	\$0.00	13	0	13

## **Pittman, Genario (Finance - Procurement)**

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Wednesday, September 26, 2018 9:50 AM  
**To:** Pittman, Genario (Finance - Procurement)  
**Subject:** RE: BAO Compliance Review Request for RFQ# 1039788 Revenue Forecasting and Modeling Assessment

Good Morning Genario –

I have reviewed the bid for the RFQ # 1039788 Revenue Forecasting and Modeling Assessment and I have confirmed that there is no SBE participation.

Let me know if you have any additional questions.

Best,

Jerval Watson  
Business Development Officer  
Department of Finance  
Office of Minority and Women Business Assistance (BAO)  
Metropolitan Nashville Davidson County Government  
730 2nd Avenue South, 1st Floor; PO Box 196300  
Nashville, TN 37219-6300  
(P)615-862-5461; (F)615-862-6175



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**From:** Pittman, Genario (Finance - Procurement)  
**Sent:** Monday, September 24, 2018 12:58 PM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Subject:** BAO Compliance Review Request for RFQ# 1039788 Revenue Forecasting and Modeling Assessment

Jerval,

Based on the outcome of the consensus scores from the evaluation committee meeting for RFQ# 1039788 Revenue Forecasting and Modeling Assessment, University of Tennessee Boyd Center for Business & Economic Research received the highest evaluated score of the Offerors who proposed a responsive and responsible offer to the solicitation.

Will you review the applicable documents for University of Tennessee Boyd Center for Business & Economic Research for BAO compliance requirements for RFQ# 1039788 Revenue Forecasting and Modeling Assessment?

In addition, for reference purposes, attached are the bid tab and evaluation scores.

Please note that the University of Tennessee Boyd Center for Business & Economic Research did not propose any SBE/SDV business participation and there does not appear to be any SBE/SDV business participation cost incentive documents for BAO compliance review.

Respectfully,  
Genario Pittman  
Senior Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.880.2641  
[genario.pittman@nashville.gov](mailto:genario.pittman@nashville.gov)