



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

March 6, 2019

Alicia Sanchez-Pelc  
YMCA of Middle TN  
1000 Church Street, 4<sup>th</sup> Floor  
Nashville, TN 37203

Re: **RFQ # 1078657, Coordinating Agency for the Nashville After Zone Alliance**

Dear Mrs. Sanchez-Pelc:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #1078657 for *Coordinating Agency for the Nashville After Zone Alliance*. This letter hereby notifies you of Metro's intent to award to YMCA of Middle TN, 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 Jeremy Frye, BAO Representative, at 615-862-6638 or at [Jeremy.Frye@nashville.gov](mailto:Jeremy.Frye@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 Scott Ghee by email at [Scott.Ghee@nashville.gov](mailto:Scott.Ghee@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

## Award Justification for RFQ 1078657 - Coordinating Agency for the Nashville After Zone Alliance

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 1078657 - Coordinating Agency for the Nashville After Zone Alliance			24	6	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
YMCA of Middle TN	\$13,451,180.29	\$0.00	24.00	0.00	24.00

	YMCA of Middle TN
Cost (30 points)	24
Project Approach and Process (25 points)	25
Staff Administration (20 points)	20
Experience and Qualifications (25 points)	25
<b>Total (100 points)</b>	94

YMCA of Middle TN
<p><b>Strengths</b> – Firm demonstrate how the requirements and provisions of this project will be implemented. Firm described in detail their process for performing annual compliance checks with selected sites. Firm explained in detail what benefits their organization will offer the six (6) team members that will be hired for NAZA. Firm stated that they would be willing to prioritize selection among existing NAZA team members. Firm demonstrated their experience on projects of similar size, scope, and complexity. Firm demonstrated that their firm has at least three (3) years of large grant/contract management experience. Firm described in detail their experience with youth development/after school programs.</p>
<p><b>Weakness</b> - N/A</p>

## BAO Small Business Assessment Sheet

<b>BAO Specialist:</b> Jeremy Frye
<b>Contract Specialist:</b> Scott Ghee
<b>Date:</b> 03/05/2019

<b>Department Name:</b> Nashville Public Library
<b>RFP/ITB Number:</b> 1078657
<b>Project Name:</b> Coordinating Agency for the Nashville After Zone Alliance

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
YMCA of Middle TN	\$ 13,451,180.29	\$ -	No	0%	The prime is not an approved SBE and did not propose any SBE utilization.

## PNP Compliance Results Form

Department Name: 1078657 RFP/ITB Number: Nashville Public Library Procurement Name: Coordinating Agency for the Nashville After Zone Alliance		
Primary Contractor	PNP Compliant (Yes/No)	Determination Comments/% of Participation Proposed or Bid
YMCA of Middle TN	Yes	YMCA of Middle TN successfully completed GFE outreach to four certified MWBEs: Theater Craft, Inc (WBE), Enhance Business Solutions Inc (MBE), Scarab Behavioral Health Services, LLC (MBE), and Well Child, Inc. (WBE) were all declined.

\*Denotes Contractor with whom follow up was required

Date :03/05/2019

Metro Buyer: Scott Ghee

BAO Rep: Jeremy Frye

**From:** [Lane, Michelle \(Finance - Procurement\)](#)  
**To:** [Ghee, Scott \(Finance - Procurement\)](#); [Cantlon, Judy \(Finance - Contract Compliance\)](#)  
**Cc:** [Walker, Sandra \(Finance - Procurement\)](#)  
**Subject:** RE: Award Justification for RFQ 1078657 - Coordinating Agency for the Nashville After Zone Alliance  
**Date:** Tuesday, March 05, 2019 4:30:43 PM

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Award to a single offeror is approved.

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

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**From:** Ghee, Scott (Finance - Procurement)  
**Sent:** Tuesday, March 05, 2019 4:07 PM  
**To:** Cantlon, Judy (Finance - Contract Compliance)  
**Cc:** Lane, Michelle (Finance - Procurement); Walker, Sandra (Finance - Procurement)  
**Subject:** FW: Award Justification for RFQ 1078657 - Coordinating Agency for the Nashville After Zone Alliance

Judy,

RFQ # 1078657 closed with a single bidder, YMCA of Middle TN. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **YMCA of Middle TN**. This RFP was solicited to registered vendors under the commodity code 93140000. 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, I will then save her response with the solicitation documents and move forward with the award.

Thanks,

Scott Ghee  
Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210

Office- 615.880.3130

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**From:** Walker, Sandra (Finance - Procurement)  
**Sent:** Wednesday, February 27, 2019 2:07 PM  
**To:** Ghee, Scott (Finance - Procurement)  
**Subject:** RE: Award Justification for RFQ 1078657 - Coordinating Agency for the Nashville After Zone Alliance

Approved.

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**From:** Ghee, Scott (Finance - Procurement)  
**Sent:** Wednesday, February 27, 2019 11:12 AM  
**To:** Walker, Sandra (Finance - Procurement)  
**Subject:** Award Justification for RFQ 1078657 - Coordinating Agency for the Nashville After Zone Alliance

Sandra,

Take a look at the attached award justification and let me know if you approve.

Thanks,

Scott Ghee  
Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.880.3130