

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

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**From:** Gossage, Jeff L (Finance - Procurement)  
**Sent:** Wednesday, July 06, 2016 9:08 AM  
**To:** Troup, Terri (Finance - Procurement)  
**Subject:** RE: Single Offeror Approval for RFQ # 969656 - Provision of Emergency Medical Technician Services

Award to a single offeror is approved.

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**Jeff L. Gossage, C.P.M.**  
Purchasing Agent  
Metropolitan Government of Nashville & Davidson County  
615-862-6639 Office  
[Jeff.Gossage@Nashville.gov](mailto:Jeff.Gossage@Nashville.gov)



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**From:** Troup, Terri (Finance - Procurement)  
**Sent:** Wednesday, July 06, 2016 9:06 AM  
**To:** Gossage, Jeff L (Finance - Procurement)  
**Subject:** Single Offeror Approval for RFQ # 969656 - Provision of Emergency Medical Technician Services

This RFQ closed on June 21, 2016, with only one bid submitted. Municipal Auditorium and Parks are all okay with the award to this single offeror. Med Star Medical Staffing Inc is an approved SBE/SDV and is the current contract holder.

Do you approve the award to Med Star Medical Staffing Inc. as the single offeror for RFQ # 969656 - Provision of Emergency Medical Technician Services?

Thanks  
Terri R. Troup  
Finance Administrator  
Purchasing and Contract Management  
730 2<sup>nd</sup> Ave South, 1<sup>st</sup> Floor  
P.O. Box 196300  
Nashville, TN 37219-6300  
615/862-6669

**RFQ# 939656 - PROVISION OF EMERGENCY MEDICAL TECHNICIAN SERVICES  
SCORING AND JUSTIFICATIONS**

Criteria/Offeror	Med Star Medical Staffing
<b>Qualifications &amp; Experience (25 Points)</b>	23.00
<b>Capacity (20 Points)</b>	20.00
<b>Approach (20 Points)</b>	20.00
<b>Cost Criteria (35 Points)</b>	35.00
<b>Total (100 Points)</b>	<b>98.00</b>

**Strengths:** Current contract holder that is knowledgeable of Metro Policies and Procedures.

**Weaknesses:** Failed to provide detail and experience of EMTs working at facilities.

Offeror's Name	Bids	SBE	Cost Evaluation (28 Pt Max)	SBE/SDV Evaluation (7 Pt Max)	Total Cost Points (35 Pt)
Med Star Medical Staffing Inc	\$ 141,542.29	\$141,542	28.00	7.00	<b>35.00</b>

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

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**From:** Gleason, Bryan C. (Finance - Contract Compliance)  
**Sent:** Wednesday, July 06, 2016 8:55 AM  
**To:** Troup, Terri (Finance - Procurement)  
**Subject:** RE: Solicitation Assignment Request for RFQ # 939656 - Provision of Emergency Medical Technician Services

Terri,

This email is to confirm that Med Star is an approved SBE. Based on their bid response, they have not proposed to utilize any SBE/SDV's and will perform 100% of the work as an approved SBE.

If there's anything else you need from me, please feel free to contact me.

*Bryan C. Gleason*

BAO Manager

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

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**From:** Troup, Terri (Finance - Procurement)  
**Sent:** Friday, July 01, 2016 9:38 AM  
**To:** Gleason, Bryan C. (Finance - Contract Compliance)  
**Subject:** FW: Solicitation Assignment Request for RFQ # 939656 - Provision of Emergency Medical Technician Services

Per the email below, I am sending you the attached cost evaluation spreadsheet for your review. Med Star shows as a small business in iProcurement and was the only proposer. This solicitation does not have any PNP.

Thanks,

Terri R. Troup

Finance Administrator

Purchasing and Contract Management

730 2<sup>nd</sup> Ave South, 1<sup>st</sup> Floor

P.O. Box 196300

Nashville, TN 37219-6300

615/862-6669

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**From:** Lane, Michelle (Mayor's Office)  
**Sent:** Tuesday, May 24, 2016 12:09 PM  
**To:** Troup, Terri (Finance - Procurement)

**Cc:** Cantlon, Judy (Finance - Contract Compliance); Gleason, Bryan C. (Finance - Contract Compliance)  
**Subject:** Re: Solicitation Assignment Request for RFQ # 939656 - Provision of Emergency Medical Technician Services

No PNP, no availability. SBE cost incentive. No assignment. Please send to Bryan if there is any SBE in the award.

Sent from my iPhone

On May 24, 2016, at 11:10 AM, Troup, Terri (Finance - Procurement) <[Terri.Troup@nashville.gov](mailto:Terri.Troup@nashville.gov)> wrote:

Michelle:

I am following up on this solicitation assignment request. I am almost finished developing the solicitation.

Thanks

Terri R. Troup  
Finance Administrator  
Purchasing and Contract Management  
730 2<sup>nd</sup> Ave South, 1<sup>st</sup> Floor  
P.O. Box 196300  
Nashville, TN 37219-6300  
615/862-6669

<image003.jpg>

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**From:** Lane, Michelle (Mayor's Office)  
**Sent:** Thursday, May 19, 2016 4:41 PM  
**To:** Cantlon, Judy (Finance - Contract Compliance); Troup, Terri (Finance - Procurement)  
**Cc:** Gleason, Bryan C. (Finance - Contract Compliance)  
**Subject:** Fwd: Solicitation Assignment Request for RFQ # 939656 - Provision of Emergency Medical Technician Services

Judy, can you give me SMWBE lists for these commodity codes?

Sent from my iPhone

Begin forwarded message:

**From:** "Troup, Terri (Finance - Procurement)" <[Terri.Troup@nashville.gov](mailto:Terri.Troup@nashville.gov)>  
**Date:** May 19, 2016 at 2:28:08 PM CDT  
**To:** "Lane, Michelle (Mayor's Office)" <[Michelle.Lane@nashville.gov](mailto:Michelle.Lane@nashville.gov)>  
**Cc:** "Gossage, Jeff L (Finance - Procurement)" <[jeff.gossage@nashville.gov](mailto:jeff.gossage@nashville.gov)>  
**Subject:** Solicitation Assignment Request for RFQ # 939656 - Provision of Emergency Medical Technician Services

This is an RFP for EMT Services.

Solicitation seeks a qualified and trained contractor to provide Emergency Medical Technician (EMT) services for events held at public facilities. Services provided should include but not limited to render assistance and reports pertaining to incidents involving injuries/symptoms to patrons in attendance to events. A minimum of two State certified EMTs may be required for all events. A minimum of one State certified EMT may be required during exhibitor(s) move-in and exhibitor(s) move-out hours. EMTs required to be present ½ hour prior to scheduled start time and required to remain ½ hour following scheduled ending time.

Replaces Contract: 19124

Department: Municipal Auditorium (along with Parks)

Contact: Bob Skoney

Commodity Code: 92100000, 42170000, 42000000, 85120000, 42190000

Budget(Solicitation Request Form): \$85,000.00

Terri R. Troup  
Finance Administrator  
Purchasing and Contract Management  
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