



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

9/30/2021 | 2:56 PM CDT

Lisa Wooley
Rooftop Foundation
108 7th Avenue South
Nashville TN 37203

Re: **RFQ # 135221, HOPE II Program (ERAP 2)**

Dear Ms. Wooley:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 135221 for HOPE II Program (ERAP 2). This letter hereby notifies you of Metro's intent to award to Rooftop Foundation, 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 Equal Business Opportunity (EBO) 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 Christopher Wood, BAO Representative, at 615-862-6710 or at christopher.wood@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 Christina Alexander by email at 615-862-6637 Monday through Friday between 8:30am and 3:30pm.

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

Sincerely,

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
Phone: 615-862-6180
Fax: 615-862-6179

RFQ# 135221
Evaluation Committee Score Sheet

Offeror	KEVA Inc.	Martha O'Bryan Center	Rooftop Foundation	The HOPE Station Inc.	The Salvation Army
Contract Acceptance	Yes	Yes	Yes	Yes	Yes
Cost (10)	2.09	2.81	10.00	4.54	2.90
Firm Qualifications (25)	15.00	25.00	20.00	14.00	25.00
Reference Projects & Team Qualifications (20)	10.00	17.00	14.00	9.00	18.00
Project Approach (45)	40.00	40.00	35.00	35.00	38.00
Total Evaluation Scores	67.09	84.81	79.00	62.54	83.90
No BAO Programming Applicable to this solicitation					

Evaluation Comments

KEVA Inc.
Strengths
Firm's proposal demonstrated history of being a grassroots organization. Firm's proposal demonstrated experience working with targeted population/community. Firm's proposal demonstrated established relations and partnerships essential for scope of scope. Firm's proposal demonstrated firm's professionalism. Firm provided a detailed project approach. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
Weaknesses
Firm's proposal failed to demonstrated extensive experience in the industry. Firm's proposal demonstrated limited experience administering state and federal funds. Firm's proposal demonstrated limited experience determining eligibility. Firm's proposal failed to define roles of team members per scope of services.

Martha O'Bryan Center

Strengths

Firm's proposal demonstrated experience working with targeted community. Firm's proposal demonstrated experience with local, state and federal grant funding. Firm's proposal demonstrated experience determining eligibility. Firm's proposal demonstrated a history of experience with emergency service provision. Firm proposed the creation of a new position to support Partnership services. Firm's proposal demonstrated a wholistic approach. Firm's proposal provided a detailed support services/customers services process plan. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal lacked details for direct services for housing. Firm's proposal failed to define team member roles for project. Firm's proposal failed to address processing applications.

Rooftop Foundation

Strengths

Firm's proposal demonstrated experience working with targeted population. Firm's proposal demonstrated experience determining eligibility. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal failed to demonstrate firm's capacity to perform the scope of work.

The HOPE Station Inc.

Strengths

Firm's proposal demonstrated firm's experience providing housing assistance to 100 (+) mothers pre COVID. Firm's proposal demonstrated experience determining eligibility. Firm's organization chart provided specific staffing roles to the HOPE project. Firm's proposal demonstrated firm's accessibility and central location. Firm's proposal demonstrated firm's capacity to provide adequate customer service support during the application process. Firm's proposal demonstrated firm's ability to facilitate the applicant engagement process. Firm's proposal demonstrated firm's ability to manage outreach services. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal failed to demonstrate experience administering local, state and federal funds. Firm only provided one reference project. Firm's proposal demonstrated limited staffing capacity. Firm's proposal processing policy lacked detail. Firm failed to provide outreach projection numbers with proposal.

The Salvation Army

Strengths

Firm's proposal demonstrated experience administering local, state and federal funds. Firm's proposal demonstrated experience working with targeted population and the community. Firm's proposal demonstrated experience determining eligibility that aligns with scope of work. Firm's proposal demonstrated firm's experience with funding specific to housing retention. Firm's proposal demonstrated firm's experience working with landlords. Firm's proposal demonstrated firm's resources related to housing. Firm's proposal demonstrated capacity to perform scope of work. Firm's proposal demonstrated firm's experience working with undocumented and immigrant families. Firm's proposal demonstrated firm's innovative use of technology. Firm's proposal demonstrated existing partnerships and networks to support housing. Firm's proposal demonstrated previous experience and firm's capacity to work with large households. Firm's proposal demonstrated holistic service provision approach. Firm's proposal demonstrated firm's accessibility and central location. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal failed to define team roles as related to project. Firm failed to provide all team member resumes. Firm's provided reference projects lacked detail. Firm's proposal lacked detail for application process working with applicant. Firm's proposal was unclear and lacked detail for firm's in-person interaction process.

HOPE II Program (ERAP 2); RFQ 135221		
		10
Offeror's Name	Bids	RFP Cost Points
Rooftop Foundation	\$104,500.00	10.00
The Hope Station Inc.	\$230,000.00	4.54
The Salvation Army A Georgia Corporation	\$360,000.00	2.90
Martha O'Bryan Center	\$372,071.00	2.81
Keva Inc.	\$500,000.00	2.09
No BAO Prammig Applicable to Solicitation		

Certificate Of Completion

Envelope Id: B2061AB22EEC4F96B629EEB67A6A0146	Status: Completed
Subject: UPDATED Intent to Award - RFQ #135221 HOPE II (ERAP2)	
Source Envelope:	
Document Pages: 25	Signatures: 5
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.190

Record Tracking

Status: Original 9/24/2021 6:43:09 AM	Holder: Procurement Resource Group prg@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	<i>Michelle A. Hernandez Lane</i> Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 9/24/2021 6:49:27 AM Viewed: 9/30/2021 2:56:05 PM Signed: 9/30/2021 2:56:23 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

In Person Signer Events	Signature	Timestamp

Editor Delivery Events

Editor Delivery Events	Status	Timestamp

Agent Delivery Events

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events

Certified Delivery Events	Status	Timestamp

Carbon Copy Events

Carbon Copy Events	Status	Timestamp
Christina Alexander christina.alexander@nashville.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/30/2021 2:56:32 PM Viewed: 9/30/2021 3:05:53 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Witness Events	Signature	Timestamp

Notary Events

Notary Events	Signature	Timestamp

Envelope Summary Events

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/24/2021 6:49:27 AM
Certified Delivered	Security Checked	9/30/2021 2:56:05 PM
Signing Complete	Security Checked	9/30/2021 2:56:23 PM
Completed	Security Checked	9/30/2021 2:56:32 PM

Payment Events

Status

Timestamps