



Notice of Intent to Award

Solicitation Number	334252	Award Date	4/28/2023 2:14 PM CDT
Solicitation Title	Investment Policies, Practices, and Procedures		
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.drumwright2@nashville.gov
BAO Rep	Christopher Wood	BAO Email	Christopher.Wood@nashville.gov

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Hackett Robertson Tobe Group	Company Contact	Toni Hackett Antrum		
Street Address	2021 Lakeshore Drive Suite 200				
City	New Orleans	State	LA	Zipcode	70122

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable. No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable. No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – 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.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane
 Michelle A. Hernandez Lane
 Purchasing Agent & Chief Procurement Officer

RFQ 334252 Investment Policies, Practices, and Procedures**Evaluation Team/Review Board Score Sheet**

Offeror	Alpha Financial Partners	Frederick Funston dba Funston Advisory Services LLC	Hackett Robertson Tobe Group	Champion Capital Research	RVK, Inc
Contract Acceptance	Yes	Yes	Yes	Yes	Yes
Qualifications and Experience (30 Points)	9.00	24.00	25.00	26.00	27.00
Project Approach and Management Plan (25 Points)	10.00	18.00	25.00	20.00	25.00
Experience with Similar Projects (35 Points)	6.00	30.00	31.00	20.00	28.00
Cost (10 Points)	10.00	4.77	5.95	10.00	4.55
Total Evaluation Scores	35.00	76.77	86.95	76.00	84.55

Evaluation Comments**Alpha Financial Partners****Strengths**

Provided details describing qualifications and past experience of the assigned client manager, key project personnel, and subcontractors. Included resumes of key personnel and professional background of team members. Work Plan provided details on approach to work and organization. Provided firm's ability to work as a team with Metro staff. Provided comparison tools & sample size used to compare Metro's Pension Plan to other pension plans of a similar size. Detailed client data and security initiatives measures implemented to safeguard data and accounts information. Provided ability to meet Metro's travel schedule to complete work and meet the requirements.

Weaknesses

Did not provide Workchart. Lack of information related to team members past performances on similar projects. Past and current team member's experience not of equal size and scope of Metro. DEI information and plan of action lacked details and content. Work Plan lacked details related to staffing, communication, and quality control. Vague information on how the provisions of the scope of work will be implemented. Lack of detail related to team's project approach and ability to work as a team with Metro staff. Lack of information regarding assessing risks, challenges, and/or concerns the firm may have with performing referenced work. Did not provide a description of research department or how research is conducted for the firm. Firm provided no Public Plan references or experience. Vague information on how firm's strategy on developing a strategic asset allocation strategy disciplined rebalancing, and tactical asset allocation changes. Did not provide firm's knowledge of similar project. Lack of experience on similar projects. Didn't detail responsibilities for key team members. Details concerning previous project experience no included. Specimen Report lacked information and content related to Scope of Work. No previous projects of a similar size, scope, or complexity of Metro referenced in proposal. Lack of information on experience reviewing investments and investment performance.

Frederick Funston dba Funston Advisory Services LLC**Strengths**

Provided specific qualifications and past experience of client manager, key project personnel, and subcontractors who will provide services on behalf of the firm. Detailed team members' past performances on projects of similar size, scope, and complexity. Provided detailed information on resumes describing personnel experience and qualifications. Described adequate resources for firm's ability and qualifications to produce the required outcome. Public Plan references of similarly rendered services as being requested by Metro. Provide a detailed work plan covering the approach to work, staffing, organization, and communication. Provided good details regarding how requirements and provisions of the scope will be implemented. Described comparison tools & sample size used to compare and assess Metro's Pension Plan. Provided comparison tools & sample size used to compare Metro's Pension Plan to other pension plans of a similar size. Detailed client data and security initiatives measures implemented to safeguard data and accounts information. Project Timeline meets Metro's need. Provided ability to meet Metro's travel schedule to complete work and meet the requirements. Firm provided substantial knowledge and experience on similar projects. Provided detailed information related to responsibilities for key team members on relative projects. Past project experience of a similar size, scope, and complexity as Metro. Provided unexpected challenges & how they were handled. Provided details on firm's experience in reviewing investments and investment performance. Specimen Report provided detailed information and insight to the firm's abilities to capture data related to the needs of the Scope of Work.

Weaknesses

Did not provide a Work Chart. Lack of staff employed by firm. Firm submitted duplicate Public Plan reference for two separate references. DEI information and plan of action lacked details and content. Lack of information provided regarding approach to mitigating risks, challenges, and/or concerns in performing work. Did not provide a description of research department or how research is conducted for the firm. Team's approach to the work as a team with Metro lacked detail. Vague information on firm's strategy developing a strategic asset allocation strategy disciplined rebalancing, and tactical asset allocation changes. Work Plan did not address quality control. Lack of information related to firm's experience in reviewing Public Pension Plan for entities of a similar size of Metro. Lack of detail related to final report content that Metro will receive.

Hackett Robertson Tobe Group**Strengths**

Provided specific qualifications and past experience of client manager, key project personnel, and subcontractors who will provide services on behalf of the firm. Detailed team members' past performances on projects of similar size, scope, and complexity. Provided detailed information on resumes describing personnel experience and qualifications. Provided detailed organizational chart describing key personnel roles and responsibilities. Described adequate resources for firm's ability and qualifications to produce the required outcome. DEI plan of action provided details for current and future plans. Public Plan references of similarly rendered services as being requested by Metro. Provide a detailed work plan covering the approach to work, staffing, organization, and communication. Provided good details regarding how requirements and provisions of the scope will be implemented. Detailed firm's ability to work as a team with Metro staff. Identified risks, challenges, and concerns in performing the scope of work. Detailed firm's approach to mitigating those concerns. Provided a detailed description of research department and how research is conducted for the firm. Provided comparison tools & sample size used to compare Metro's Pension Plan to other pension plans of a similar size. Detailed client data and security initiatives measures implemented to safeguard data and accounts information. Provided detailed information on firm's strategy to develop a strategic asset allocation strategy disciplined rebalancing, and tactical asset allocation changes. Project Timeline meets Metro's need. Provided ability to meet Metro's travel schedule to complete work and meet the requirements. Firm provided substantial knowledge and experience on similar projects. Provided detailed information related to responsibilities on relative projects for key team members. Past project experience of a similar size, scope, and complexity as Metro. Provided unexpected challenges & how they were handled. Provided details on firm's experience in reviewing investments and investment performance.

Weaknesses

One of the Public Plan references not of equal size and complexity as Metro. Limited information provided for past project experience. Specimen Report lacked detail and content.

Champion Capital Research

Strengths

Provided specific qualifications and past experience of client manager, key project personnel, and subcontractors who will provide services on behalf of the firm. Detailed team members' past performances on projects of similar size, scope, and complexity. Provided detailed information on resumes describing personnel experience and qualifications. Provided detailed organizational chart describing key personnel roles and responsibilities. Described adequate resources for firm's ability and qualifications to produce the required outcome. Public Plan references of similarly rendered services as being requested by Metro. Provided good details regarding how requirements and provisions of the scope will be implemented. Detailed firm's ability to work as a team with Metro staff. Identified risks, challenges, and concerns in performing the scope of work. Detailed firm's approach to mitigating those concerns. Provided a detailed description of research department and how research is conducted for the firm. Provided comparison tools & sample size used to compare Metro's Pension Plan to other pension plans of a similar size. Detailed client data and security initiatives measures implemented to safeguard data and accounts information. Provided detailed information on firm's strategy to develop a strategic asset allocation strategy disciplined rebalancing, and tactical asset allocation changes. Project Timeline meets Metro's need. Provided ability to meet Metro's travel schedule to complete work and meet the requirements. Firm provided substantial knowledge and experience on similar projects. Provided detailed information related to responsibilities on relative projects for key team members. Past project experience of a similar size, scope, and complexity as Metro. Provided unexpected challenges & how they were handled.

Weaknesses

Repetitive information provided regarding qualifications and experience of client manager, key project personnel, and subcontractors. DEI information and plan of action lacked detail and content. Proposal provided a project timeline instead of a work plan. Only provided two of the three project references. Firm's response to experience in reviewing investments and investment performance was boilerplate and lacked sufficient detail and information. Lack of detail concerning experience reviewing public pension plan of a similar size, scope, and complexity as Metro.

RVK, Inc

Strengths

Provided specific qualifications and past experience of client manager, key project personnel, and subcontractors who will provide services on behalf of the firm. Provided team members' past performances on projects of similar scope and complexity. Provided detailed information on resumes describing personnel experience and qualifications. Provided detailed organizational chart describing key personnel roles and responsibilities. Described adequate resources for firm's ability and qualifications to produce the required outcome. Public Plan references of similarly rendered services as being requested by Metro. Provide a detailed work plan covering the approach to work, staffing, organization, and communication. Provided good details regarding how requirements and provisions of the scope will be implemented. Detailed firm's ability to work as a team with Metro staff. Identified risks, challenges, and concerns in performing the scope of work. Detailed firm's approach to mitigating those concerns. Provided a detailed description of research department and how research is conducted for the firm. Provided comparison tools & sample size used to compare Metro's Pension Plan to other pension plans of a similar size. Detailed client data and security initiatives measures implemented to safeguard data and accounts information. Provided detailed information on firm's strategy to develop a strategic asset allocation strategy disciplined rebalancing, and tactical asset allocation changes. Project Timeline meets Metro's need. Provided ability to meet Metro's travel schedule to complete work and meet the requirements. Firm provided substantial knowledge and experience on similar projects. Past project experience of a similar size, scope, and complexity as Metro. Provided unexpected challenges & how they were handled. Provided details on firm's experience in reviewing investments and investment performance.

Weaknesses

Did not include size of past projects referenced in team members' past performance and previous experience. Did not provide a list of items that will be included in the final report. Did not specify team members involved in previous project references. Lack of details regarding handling of unexpected challenges in referenced projects.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 334252 Investment Policies, Practices, and Procedures			10	0	10
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Alpha Financial Partners	\$125,000.00	\$0.00	10.00	0.00	10.00
Champion Capital Research	\$125,000.00	\$0.00	10.00	0.00	10.00
Hackett Robertson Tobe Group	\$210,000.00	\$0.00	5.95	0.00	5.95
Frederick Funston dba Funston Advisory Services LLC	\$262,000.00	\$0.00	4.77	0.00	4.77
RVK, Inc	\$275,000.00	\$0.00	4.55	0.00	4.55

* There was no EBO Goal or SBE/SDV Cost Incentive for this solicitation.