



Notice of Intent to Award

Solicitation Number	392406	Award Date	7/15/2025 9:44 AM CDT
Solicitation Title	Pre-Employment Psychological Assessment Services		
Buyer Name	Von L Bell	Buyer Email	von.bell@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	Hughes, McDaniel and Associates	Company Contact	Jeanna Ball
Street Address	131 Sanders Ferry Rd, Ste 203		
City	Hendersonville	State	TN
		Zipcode	37075

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.

 Assistant Purchasing Agent (Initial)

Dennis Rowland
Dennis Rowland
Purchasing Agent & Chief Procurement Officer

RFQ # 392406	
Evaluation Committee Score Sheet	
Evaluation Criteria/Offeror	Hughes, McDaniel and Associates
Cost (15 Points)	15.00
Qualifications and Experience (50 Points)	50.00
Methodology and Approach (35 Points)	35.00
Total Evaluation Scores	100.00
Evaluation Comments	
Hughes, McDaniel and Associates	
Strengths	
<p>Offer greatly exceeds standards and demonstrates superior understanding of solicitation goals & objectives. Award justification notes several major strengths; Proposal provided all requested evaluation criteria. Qualifications and Experience: overview of firm's years of experience, knowledge, resumes of key individuals, licensure, and detailed capacity to perform the scope of work. The proposal included required references of similar law enforcement projects with each company's information, contact person, email, address, dates, and dollar value.</p> <p>Methodology and Approach: proposal described the approach, implementation, and methodology utilized in its project management process to meet requirements in scope. Firm is affiliated with or has memberships in police psychological associations and major city chiefs' association as a multi-examiner practice in the provision of the services outlined in the solicitation</p>	
Weaknesses	
None	

Enter Solicitation Title & Number Below			
Pre-Employment Psychological Assessment Services (MNPD) RFQ 392406		Lowest Bid	
		\$527,130.40	15
Offeror's Name	Bids	Evaluation Amount	RFP Cost Points
Hughes, McDaniel and Associates	\$ 527,130.40		15.00

Certificate Of Completion

Envelope Id: 007B4F74-C52B-421A-BE13-ADA824040C40

Status: Completed

Subject: Intent to Award - RFQ # 392406 for Pre-Employment Psychological Assessment Services

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 2

Initials: 1

Von Bell

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

von.bell@nashville.gov

IP Address: 170.190.198.185

Record Tracking

Status: Original

Holder: Von Bell

Location: DocuSign

7/15/2025 8:38:50 AM

von.bell@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and Davidson County

Location: Docusign

Signer Events

Signature

Timestamp

Gary Clay

gary.clay@nashville.gov

Asst. Purchasing Agent

Security Level: Email, Account Authentication (None)

Sent: 7/15/2025 8:43:55 AM

Viewed: 7/15/2025 9:36:56 AM

Signed: 7/15/2025 9:37:29 AM

Signature Adoption: Uploaded Signature Image
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Dennis Rowland

Dennis.Rowland@nashville.gov

Purchasing Agent & Chief Procurement Officer

Security Level: Email, Account Authentication (None)

Sent: 7/15/2025 9:37:30 AM

Viewed: 7/15/2025 9:43:45 AM

Signed: 7/15/2025 9:44:04 AM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/15/2025 8:43:55 AM
Certified Delivered	Security Checked	7/15/2025 9:43:45 AM
Signing Complete	Security Checked	7/15/2025 9:44:04 AM
Completed	Security Checked	7/15/2025 9:44:04 AM
Payment Events	Status	Timestamps