



Notice of Intent to Award

Solicitation Number	391392	Award Date	8/5/2025 12:49 PM CDT
Solicitation Title	Drug and Alcohol Testing Administration Services		
Buyer Name	Scott Ferguson	Buyer Email	scott.ferguson@nashville.gov
BAO Rep	Trevor Hilton	BAO Email	trevor.hilton@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	Workforce Essentials, Inc.	Company Contact	Marla Rye
Street Address	523 Madison Street		
City	Clarksville	State	TN
		Zipcode	37040

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# 391392 - Drug and Alcohol Testing Administration Services			
Evaluation Criteria	Energetix	Statcare Urgent & Walk in Medical Care PLLC	Worforce Essentials, Inc
Drug and Alcohol Testing Administration Services			
Business Requirements	Yes	Yes	Yes
Solicitation Acceptance	Yes	Yes	Yes
Contract Acceptance	Yes	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes	Yes
Qualifications (15 Points)	12.00	8.00	15.00
Technical Capacity (20 Points)	15.00	12.00	20.00
Business Plan (20 Points)	14.00	11.00	17.00
Software Demo (15 Points)	10.00	4.00	15.00
Diversity Practices (5 Points)	2.00	0.00	5.00
Cost (25 Points)	21.70	5.66	25.00
Totals	74.70	40.66	97.00

Strengths & Weaknesses
Energetix
Qualifications
Strengths: Firm's response addressed everything requested in the RFP except for the weaknesses noted below.
Weaknesses: Q#2 - Firm's capacity to perform work related to the Program. Q#4 - Firm did not adequately demonstrate relevant experience of all proposed team members. Q#7 - Firm did not provide a minimum of three (3) references of similar scope as this project. Q#12 - Firm did not provide clear answer to Clearinghouse reporting.
Technical Capacity
Strengths: Firm's response addressed everything requested in the RFP except for the weaknesses noted below.
Weaknesses: Q#3 - Firm's procedures for random selection. Q#10 - Firm does not provide "in-person" training.
Business Plan
Strengths: Firm's response addressed everything requested in the RFP except for the weakness noted below. Q#2 - Firm's plan and procedures for the inclusion of the Metro IOD Clinic.
Weaknesses: Firm's formatting of responses did not directly align with questions. Q#8 - Firm's laboratory panel screens do not match Appendix A. Q#13 - Firm's procedures that MRO will use when contacting donors. Q#14 - Firm's procedures when addressing insufficient specimen collections. Q#15 - Firm's MRO practices and processes for the review of adulterated, substituted or invalid test results. Q#20 - Firm's quality assurance methods as required for DOT programs lacked details.
Software Demo
Strengths: Firm's response addressed everything requested in the RFP except for the weakness noted below.
Weaknesses: Q#2 - Electronic authorizations were on a separate website. Q#5 - Did not adequately demonstrate realtime compliance monitoring. Q#11 - Firm did not adequately demonstrate news feeds and training video access.
Diversity Practices
Strengths: Provides dedicated employee for outreach and reporting as well as participates in training session.
Weaknesses: Overall Diversity Practices lacked detail.

Strengths & Weaknesses

Statcare Urgent & Walk in Medical Care PLLC

Qualifications

Strengths: Firm's response addressed everything requested in the RFP except for the weaknesses noted below.

Weaknesses: Q#3 - Firm's defined organizational structure. Q#5 - Firm's overall response lacked details. Q#7 - Firm did not provide a minimum of three (3) references of similar scope and annual dollar value as this project. Q#11 - Firm did not demonstrate Medical Review Officer has experience reviewing steroid drug test results. Q#13 - Firm's response lacked key details of this question. Q#15 - Firm's response lacked key details.

Technical Capacity

Strengths: Firm's response addressed everything requested in the RFP except for the weaknesses noted below.

Weaknesses: Firm's overall response lacked details. Q#6 - Firm did not demonstrate with screen shots. Q#7 - Firm's response lacked significant details. Q#10 - Firm's response did not provide any training option details.

Business Plan

Strengths: Firm's response addressed everything requested in the RFP except for the weakness noted below.

Weaknesses: Q#1 - Response lacked details. Q#2 - Response lacked details. Q#4 - Response lacked details. Q#6 - Response lacked details. Q#7 - Response lacked details. Q#8 - Inaccurate response. Q#11 - Did not answer. Q#12 - Did not answer. Q#14 - Did not answer. Q#17 - Response lacked details. Q#20 - Response lacked details. Q#21 - Response lacked details.

Software Demo

Strengths: Firm's response addressed everything requested in the RFP except for the weakness noted below.

Weaknesses: Software demonstrated was not firm's software and was provided by a third party. Q#1 - Did not demonstrate flexibility. Q#3 - Did not demonstrate real time tracking. Q#8 thru Q#11 - Firm lacked familiarity with software and did not demonstrate anything.

Diversity Practices

Strengths:

Weaknesses: Overall Diversity Practices lacked detail and supporting documentation.

Workforce Essentials, inc

Qualifications

Strengths: Firm's response addressed everything requested in the RFP. Firm's response overall provided a depth of detail. Q#7 - Firm's references. Q#10 - Firm's subcontractors qualifications. Q#11 - Firm's Medical Review Officer's experience. Q#12 - Firm's MRO and Clearinghouse reporting.

Weaknesses: No weaknesses were noted.

Technical Capacity

Strengths: Firm's response addressed everything requested in the RFP. Q#5 - Firm's tracking and reporting results. Q#10 - Firm's provided training.

Weaknesses: No weaknesses were noted.

Business Plan

Strengths: Firm's response addressed everything requested in the RFP except for the weaknesses noted below.

Weaknesses: Firm's formatting of responses did not directly align with question numbers

Software Demo

Strengths: Firm's response addressed everything requested in the RFP. For convenience, firm's Electronic Authorization form is located in their website/platform. Interface is very user friendly. Thorough articulate review of system.

Weaknesses: No weaknesses were noted.

Diversity Practices

Strengths: Detailed Diversity Practices plan, highlighted major elements.

Weaknesses: No weaknesses were noted.

Solicitation Title & Number			RFP Cost Points
Drug and Alcohol Testing Administration Services; RFQ# 391392			25
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points
Energetix Corporation	\$1,049,947.30	\$ -	21.70
Statcare Urgent & Walk in Medical Care PLLC	\$4,027,244.97	\$ -	5.66
Worfforce Essentials, Inc	\$911,260.00	\$ -	25.00

From: [Hilton, Trevor \(Finance\)](#)
To: [Ferguson, Scott \(Finance\)](#)
Subject: RE: Final BAO Review -RFQ# 391392 - Drug and Alcohol Testing Administration Services
Date: Wednesday, July 30, 2025 2:41:09 PM
Attachments: [Workforce Essentials - Diversity Attachment \(3\).pdf](#)
[RFQ 391392- Drug and Alcohol Testing Administration Services \[Diversity Practices Scoring\].pdf](#)

Scott,

Attached is the Diversity Practice Evaluation and the relevant scoring for the referenced RFQ.

Please accept this as my final assessment. There is no EBO or SBE/SDV programming, I have reviewed the diversity practices scoring the respondent five (5) points. There is no monitoring required.

Trevor Hilton (he/him)

Business Assistance Office
Metropolitan Government –
Nashville & Davidson County
615-862-6664
bao.nashville.gov

From: Ferguson, Scott (Finance) <Scott.Ferguson@nashville.gov>
Sent: Monday, July 28, 2025 12:20 PM
To: Hilton, Trevor (Finance) <Trevor.Hilton@nashville.gov>
Subject: Final BAO Review -RFQ# 391392 - Drug and Alcohol Testing Administration Services

Trevor,

Can you provide the final BAO review for this solicitation including providing the comments for the scoring for the Diversity Practices Evaluation?

Thanks!

Scott Ferguson – NIGP CPP

Procurement Officer - Senior

Department of Finance
Procurement Division

Metro Nashville Government
President Ronald Reagan Way, Ste. 101
Nashville, TN 37210
615-862-6670

RFQ- 391392 Drug and Alcohol Testing Administration Services
Diversity Practices Evaluation (5pts)

1. Do you have a specific program to promote the use of black and brown owned, women-owned, LGBT-owned, service disabled veteran-owned, or small businesses?
2. Do you have measurable goals for the utilization of these types of businesses on non-governmental projects?
3. Do you have an employee dedicated, in whole or in part, to the administration of this program?
4. Do you participate in any government-sponsored mentorship programs assisting black and brown owned, women owned, LGBT owned, service disabled veteran owned, or small businesses?
5. Do you provide industry specific training to black and brown owned, women owned, LGBT owned, service disabled veteran owned, or small businesses?

Proposer	STRENGTHS	WEAKNESSES	POINTS
Entergetix Corporation	Provides dedicated employee for outreach and reporting, as well as participates in training sessions.	Overall Diversity Practices lacked detail.	2
Statcare Urgent & Walk In Medical Care PLLC		Overall Diversity Practices lacked detail and supporting documentation.	0
Workforce Essentials, Inc	Detailed Diversity Practices plan, highlighted major elements.		5

Certificate Of Completion

Envelope Id: 3D912245-D51F-4243-BDD0-DA3B1D6D46D5	Status: Completed
Subject: Intent to Award - RFQ # 391392 for Drug and Alcohol Testing Administration Services	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Scott Ferguson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	scott.ferguson@nashville.gov
	IP Address: 170.190.198.185


Record Tracking

Status: Original	Holder: Scott Ferguson	Location: DocuSign
8/5/2025 7:33:40 AM	scott.ferguson@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		Sent: 8/5/2025 7:37:10 AM
gary.clay@nashville.gov		Viewed: 8/5/2025 9:59:11 AM
Asst. Purchasing Agent		Signed: 8/5/2025 10:47:36 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Dennis Rowland		Sent: 8/5/2025 11:32:51 AM
Dennis.Rowland@nashville.gov		Viewed: 8/5/2025 12:49:49 PM
Purchasing Agent & Chief Procurement Officer		Signed: 8/5/2025 12:49:58 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.190	

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	8/5/2025 7:37:10 AM
Envelope Updated	Security Checked	8/5/2025 10:10:35 AM
Envelope Updated	Security Checked	8/5/2025 10:10:35 AM
Envelope Updated	Security Checked	8/5/2025 10:10:35 AM
Envelope Updated	Security Checked	8/5/2025 11:32:51 AM
Certified Delivered	Security Checked	8/5/2025 12:49:49 PM
Signing Complete	Security Checked	8/5/2025 12:49:58 PM
Completed	Security Checked	8/5/2025 12:49:58 PM

Payment Events	Status	Timestamps
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