



Notice of Intent to Award

Solicitation Number	395386	Award Date	8/5/2025 12:53 PM CDT
Solicitation Title	Injury on Duty (IOD) Claims Administration		
Buyer Name	Scott Ferguson	Buyer Email	scott.ferguson@nashville.gov
BAO Rep	Sierra Washington	BAO Email	sierra.washington@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	Brentwood Services Administration, Inc.	Company Contact	Courtney Basak
Street Address	214 Centerview Dr, Suite 350		
City	Brentwood	State	TN
		Zipcode	37027

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# 395386- Injury On Duty (IOD) Claims Administration		
Evaluation Criteria	Brentwood Services Administration, Inc	Davies Claim Solutions LLC
Injury On Duty (IOD) Claims Administration		
Business Requirements	Yes	Yes
Solicitation Acceptance	Yes	Yes
Contract Acceptance	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes
Comprehensive Proposal Questionnaire (50 Points)	48.00	40.00
TPA System Software Demo (15 Points)	15.00	6.00
Economic Inclusion Assessment (5 Points)	5.00	5.00
Cost (30 Points)	29.83	30.00
Totals	97.83	81.00

Strengths & Weaknesses

Brentwood Services Administration

Comprehensive Proposal Questionnaire

Strengths: Firm's response addressed everything requested in the RFP except for the weaknesses noted below. Firm will provide 40 hours of free loss control services.

Weaknesses: Q#13 - Initial reserve is set at 15 days vs 10 days for incumbent. Q#15 - Firm did not provide details on how savings were achieved. Q#22 - Firm's response was not clear.

TPA System Software Demo

Strengths: Firm's response addressed everything requested in the RFP. Firm's interface is very user friendly. Firm provided a thorough articulate review of their system.

Weaknesses: No weaknesses were noted.

Economic Inclusion Assessment

Strengths: Firm's response addressed everything requested in the RFP.

Weaknesses: No weaknesses were noted.

Davies Claim Solutions LLC

Comprehensive Proposal Questionnaire

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

Weaknesses: Q#7 - Firm's insurance levels not as high as other offeror. Q#8 - Firm did not provide details for revenue share with bill review and pharmacy subcontractors. Q#12 - Firm has had a terminated agreement. Q#17 - Firm did not address possible changes/plans for their computer system. Q#25 - Firm did not have a way to measure response time. Q#32 - Firm does not have many tier levels. Nurse case management is assigned to every lost time file. Q#39 - Firm states "For Metro adjusters and supervisors, Davies ensures participation in local workers' compensation seminars offered in the Nashville area, including those hosted by Vanderbilt University Medical Center, Concentra, and the Mid-South Workers' Compensation Association." When asked to clarify seminars/training attended by adjusters, firm's response was "Metro adjusters have not yet participated in any on-site injury-specific seminars. Q#40 - Firm did not answer the question, stated that "customizable services" were offered through "pricing options"

TPA System Software Demo

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

Weaknesses: Presentation was not succinct, and presenter often appeared unsure. The software that the firm demonstrated was not live. Q#1 - Some functions were not working for the demo. Imaged documents in paperless environment not available for viewing. Unclear if prior years OSHA converted to a new system. No Davies Connect portal "go live" date provided. Q#1 - Firm's dashboard is confusing/not user friendly. Q#1. Some functions were not working for the demo, representatives from the firm stated they had a meeting the morning of the demo to discuss the software's (Davie's Connect) "live" date. The firm stated that the software would be live "next week," but could not provide an exact date. Q#8 - No reports were demonstrated.

Economic Inclusion Assessment

Strengths: Firm's response addressed everything requested in the RFP.

Weaknesses: No weaknesses were noted.

Solicitation Title & Number			RFP Cost Points
Injury On Duty (IOD) Claims Administration; RFQ# 395386			30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points
Brentwood Services Administration	\$13,818,470.00		29.83
Davies Claim Solution LLC	\$13,738,325.00		30.00

From: [Washington, Sierra \(Finance\)](#)
To: [Ferguson, Scott \(Finance\)](#)
Cc: [Frye, Jeremy \(Finance\)](#); [Wood, Christopher \(Finance - Procurement\)](#)
Subject: 395386 IOD Claims Administration
Date: Wednesday, July 30, 2025 10:19:45 AM
Attachments: [395386 IOD Claims Administration - Davies Claims Solutions.pdf](#)
[395386 IOD Claims Administration - Brentwood Services Administrators.pdf](#)

Hi Scott,

Please accept this as my final assessment for the referenced RFQ. There is no EBO or SBE/SDV programming, I have reviewed the Economic Inclusion Assessments and both respondents received score of five (5) points. There is no monitoring required.

Thanks!

Sierra M. Washington, CCA

Contract Compliance Officer

Metropolitan Government of Nashville and Davidson Co.

Business Assistance Office – BAO

615-880-2783

Certificate Of Completion


Envelope Id: 04981236-B633-4CB9-8D79-F70AAFAC472E
 Subject: Intent to Award - RFQ # 395386 for Injury on Duty (IOD) Claims Administration
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 2
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed
 Envelope Originator:
 Scott Ferguson
 730 2nd Ave. South 1st Floor
 Nashville, TN 37219
 scott.ferguson@nashville.gov
 IP Address: 170.190.198.185


Record Tracking

Status: Original 8/5/2025 7:22:55 AM	Holder: Scott Ferguson scott.ferguson@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
Gary Clay gary.clay@nashville.gov Asst. Purchasing Agent Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 170.190.198.185	Sent: 8/5/2025 7:28:24 AM Viewed: 8/5/2025 10:03:00 AM Signed: 8/5/2025 10:47:06 AM

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)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.190	Sent: 8/5/2025 11:29:11 AM Viewed: 8/5/2025 12:52:52 PM Signed: 8/5/2025 12:53:16 PM
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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 7:28:24 AM
Envelope Updated	Security Checked	8/5/2025 10:09:20 AM
Envelope Updated	Security Checked	8/5/2025 10:09:20 AM
Envelope Updated	Security Checked	8/5/2025 11:29:11 AM
Certified Delivered	Security Checked	8/5/2025 12:52:52 PM
Signing Complete	Security Checked	8/5/2025 12:53:16 PM
Completed	Security Checked	8/5/2025 12:53:16 PM

Payment Events	Status	Timestamps
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