

JGR Manager (Initial)



Notice of Intent to Award

Solicitation Number	394370	Award Date	
Solicitation Title	Materials Management Software		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@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	Valsoft Ireland Limited dba Collection HQ	Company Contact	Anna Curtis
Street Address	39-43, Merrion Square E, Suite 43.3		
City	Dublin 2, D02 NP96	State	Ireland
		Zipcode	
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.

A valid protest must demonstrate that the purchasing agent did not follow the law, the regulations, or the dictates of the solicitation. Protests based upon subjective scoring are not appropriate and may be grounds for placing the actual or prospective bidder, offeror, or contractor on the list of suspended or debarred persons.

Dennis Rowland

Dennis Rowland

Purchasing Agent & Chief Procurement Officer

ZK (Initial)

Zak Kelley

## RFQ 394370 Materials Management Software Evaluation Committee Score Sheet

Evaluation Criteria/Offeror	Valsoft Ireland Limited dba Collection HQ
Accept contract terms and conditions	Yes
Round 1 (48 Points)	48.00
Round 2 (48 Points)	48.00
Round 3 (100 Points)	100.00
Total Evaluation Scores	<b>196.00</b>

**BAO Programming not applicable to this solicitation/contract**

### Evaluation Comments

#### Company

##### Strengths

Firm met minimum requirements for Round 1, firm's out of box options offered additional benefits for Metro. Firm's Round 2 demonstration met and exceeded Metro's expectations, the software offers additional benefits to Metro. The demonstration provided an option to generate reports and manage the budget and reduce wasted resources as requested by Metro.

##### Weaknesses

None noted.

Enter Solicitation Title & Number Below			
Materials Management Software; RFQ 394370		Lowest Bid	
		\$165,956.84	100
Offeror's Name	Bids	RFP Cost Points	
Valsoft Ireland Limited dba Collection HQ	\$165,956.84	100.00	
BAO Programming not applicable to this solicitation/contract			

## Certificate Of Completion

Envelope Id: 96420331-6465-4E7E-8903-36F02CFE0B84

Status: Completed

Subject: Intent to Award - RFQ # 394370 for Materials Management Software

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 15

Initials: 2

Christina Alexander

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

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

christina.alexander@nashville.gov

IP Address: 170.190.198.185

## Record Tracking

Status: Original

Holder: Christina Alexander

Location: DocuSign

10/23/2025 10:08:47 AM

christina.alexander@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

Terri L Ray

terri.troup@nashville.gov

Finance Manager

LoJac Enterprises, Inc.

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.190

Sent: 10/23/2025 10:10:08 AM

Viewed: 10/23/2025 10:25:38 AM

Signed: 10/23/2025 10:26:27 AM

## Electronic Record and Signature Disclosure:

Accepted: 10/23/2025 10:25:38 AM

ID: 8636c2c8-d4db-4943-8191-3a1863a02d81

Zak Kelley

Zak.Kelley@Nashville.gov

Finance Manager

Metro Nashville Government

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 170.190.198.190

Sent: 10/23/2025 10:26:28 AM

Viewed: 10/23/2025 10:32:29 AM

Signed: 10/23/2025 10:32:41 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: 10/23/2025 10:32:42 AM

Viewed: 10/23/2025 10:40:29 AM

Signed: 10/23/2025 10:40:39 AM

## 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 Sent	Hashed/Encrypted	10/23/2025 10:10:08 AM
Certified Delivered	Security Checked	10/23/2025 10:40:29 AM
Signing Complete	Security Checked	10/23/2025 10:40:39 AM
Completed	Security Checked	10/23/2025 10:40:39 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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