



Notice of Intent to Award

Solicitation Number	399388	Award Date	10/29/2025 12:48 PM CDT
Solicitation Title	Personal Property Compliance Program		
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	Tax Management Associates, Inc.	Company Contact	Lorie Yow
Street Address	5121 Parkway Plaza Blvd.		
City	Charlotte	State	NC
		Zipcode	28217
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
Purchasing Agent & Chief Procurement Officer

 (Initial)
Zak Kelley

RFQ# 399388 - Personal Property Compliance Program	
Evaluation Criteria	Tax Management Associates, Inc.
Round 1	
Solicitation Acceptance	Yes
Contract Acceptance	Yes
ISA Questionnaire Completed and Terms Accepted	Yes
Business Plan (30 Points)	29
Experience and Qualifications (35 Points)	33
Cost (35 Points)	35.00
Round 1 Total	97.00

Strength & Weaknesses

Tax Management Associates, Inc.

Business Plan (30 Points)

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

Weaknesses: Q#2 - Firm's response lacked specific details. Q#6 - Firm's description of data collections methods and reporting methods lacked specific details.

Experience and Qualifications (35 Points)

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

Weaknesses: Q#4 - Firm's response lacked sufficient details to describe how they would handle problems such as one that would require additional staff to handle the account. Q#7 - Firm did not provide sufficient examples of innovative methods they have developed.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Personal Property Compliance Progam; RFQ# 399388			35	0	35
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Tax Management Associates, Inc.	\$ 4,155,726.06	\$ -	35.00	0.00	35.00

From: [Washington, Sierra \(Finance\)](#)
To: [Ferguson, Scott \(Finance\)](#)
Cc: [Wood, Christopher \(Finance - Procurement\)](#)
Subject: 399388- Personal Property Compliance Program
Date: Wednesday, October 29, 2025 12:00:34 PM
Attachments: [399388 Personal Real Estate Compliance Program.pdf](#)

Hi Scott,

Please accept this as my final assessment for the referenced RFQ#. The awardee is compliant with the EBO program having met the established M/WBE subcontracting goals. This solicitation had no SBE/SDV programming. This contract will require B2GNow monitoring. Please see attachment.

Thanks!

Sierra M. Washington, MCA

Contract Compliance Lead

Metropolitan Government of Nashville and Davidson Co.

Business Assistance Office – BAO

615-880-2783



Statement of M/WBE Utilization

Proposer's/Firm's Name: Tax Management Associates, Inc.	Proposer's Phone #: 704.814.7648
Solicitation Title: Personal Real Estate Compliance Program	Proposer's Email Address: jay.taranto@tma1.com
Solicitation #: 399388	Amount Self-performed : 83%
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: 4155726.06
Proposed EBO Goal (%): 10 MBE% 7 WBE%	EBO Goal Met? (Y/N) YES

The following MWBE* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

			Certificate		* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
			Type (MBE or WBE)						
1	Homeland, LLC	Franklin, TN	6155676151	WBE	5	80111707	Audit Staffing	290900.82	7
2	Alan C. Young & Associates, P.C.	Detroit, MI	3138737500	MBE	1	80111707	Audit	415572.61	10
3				Select	Select				
4				Select	Select				
5				Select	Select				
6				Select	Select				
7				Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title) Jay Taranto	Date 10/23/2025
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*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Complied with EBO Goal? YES	For Internal Office Use ONLY	BAO Only
	If No, Good Faith Efforts Met?	

BAO Representative: Sierra Washington	Metro Buyer: Scott Ferguson	Project Manager: Randy Ward, Cristi Scott	Date: 10/23/25
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Total MBE Subcontracting	10	%	\$ 415572.61
Total WBE Subcontracting	7	%	\$ 290900.82
Total MBE/WBE Participation:	17	%	\$ 706473.43

BAO Notes:

Certificate Of Completion

Envelope Id: 1B3F76B6-4486-4FC3-8B09-4F32C0126D89

Status: Completed

Subject: Intent to Award - RFQ # 399388 for Personal Property Compliance Program

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 2

Initials: 2

Scott Ferguson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

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

scott.ferguson@nashville.gov

IP Address: 170.190.198.190

Record Tracking

Status: Original

Holder: Scott Ferguson

Location: DocuSign

10/29/2025 12:20:37 PM

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

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: 10/29/2025 12:23:57 PM

Viewed: 10/29/2025 12:28:19 PM

Signed: 10/29/2025 12:29:27 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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: 10/29/2025 12:29:28 PM

Viewed: 10/29/2025 12:34:44 PM

Signed: 10/29/2025 12:35:42 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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: 10/29/2025 12:35:43 PM

Viewed: 10/29/2025 12:48:37 PM

Signed: 10/29/2025 12:48:43 PM

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	10/29/2025 12:23:57 PM
Certified Delivered	Security Checked	10/29/2025 12:48:37 PM
Signing Complete	Security Checked	10/29/2025 12:48:43 PM
Completed	Security Checked	10/29/2025 12:48:43 PM
Payment Events	Status	Timestamps