

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

September 5, 2018

Tom Beasley
AccuImage LLC
2807 Biloxi Ave
Nashville, TN 37204

Re: **RFQ # 1038664, Document Management and Imaging Maintenance**

Dear Mr. Beasley:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1038664 for Document Management and Imaging Maintenance. This letter hereby notifies you of Metro's intent to award to AccuImage LLC, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Procurement Nondiscrimination Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact Jerval Watson, BAO Representative, at 615-862-5461 or at Jerval.watson@nashville.gov.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Christina Alexander by email at Christina.alexander@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

A handwritten signature in blue ink, reading "Michelle A. Hernandez Lane".

Michelle A. Hernandez Lane
Purchasing Agent

Cc: Solicitation File, Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. Right to Protest. 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.

Procurement Division

730 Second Avenue South, Suite 112
P.O. Box 196300
Nashville, Tennessee 37219-6300

www.Nashville.gov
Phone: 615-862-6180
Fax: 615-862-6179

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Document Management and Imaging Maintenance; RFQ# 1038664			24	6	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
AcculImage	\$2,262,097.12	\$0.00	24.00	0.00	24.00

**RFQ 1038664 - Document Management & Imaging Maintenance
Evaluation Committee Score Sheet**

Offeror	Acculmage LLC
Contract Acceptance (Yes/No)	Yes
ISA Questionnaire Completed (Yes/No)	Yes
Cost (30)	24.00
Firm & Team Qualifications (25)	22.00
Reference Projects (15)	13.00
Project Approach & Process (15)	13.00
Project Schedule Risk & Risk Mitigation (15)	13.00
Total Evaluation Scores	85.00

Evaluation Comments

Acculmage LLC
Strengths
Firm provided certification and letters of authority authorizing firm to sell, install and support applications listed in solicitation. Firm provided reference projects of similar scope and complexity. Firm demonstrated knowledge of maintaining and developing applications in the scope of work for this project. Firm demonstrated ability to provide conversion and scanning services. Firm provided detailed risk mitigation plan for document management and imaging storage to include digital document systems, server maintenance and backups plans.
Weaknesses
Firm failed to provide team's organizational structure for this project. Firm lacked details in plan for maintaining a positive daily working environment with Metro. Firm failed to provide reference projects of similar size. Firm lacked details in demonstrating experience interfacing with Oracle JD Edwards EnterpriseOne, CityWorks PLL, Microsoft Access and other SQL based applications. Firm lacked details in firm's ticket system risk mitigation plan for providing the requested 4 hour response time for Metro. Firm lacked details for quality management approach.

Alexander, Christina (Finance - Purchasing)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Monday, August 13, 2018 10:03 AM
To: Alexander, Christina (Finance - Purchasing)
Subject: RE: RFQ 1038664 Document Management and Imaging Maintenance - BAO Compliance Review Request

Good Afternoon Christina –

I have reviewed the bid for RFQ# 1038664 Document Management and Imaging Maintenance and I have confirmed that there is no SBE/SDV participation on this solicitation.

Please let me know if you need anything additional. Thank you!

Best,

Jerval Watson
Business Development Officer
Department of Finance
Office of Minority and Women Business Assistance (BAO)
Metropolitan Nashville Davidson County Government
730 2nd Avenue South, 1st Floor; PO Box 196300
Nashville, TN 37219-6300
(P)615-862-5461; (F)615-862-6175



From: Alexander, Christina (Finance - Purchasing)
Sent: Wednesday, August 1, 2018 1:58 PM
To: Watson, Jerval (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RFQ 1038664 Document Management and Imaging Maintenance - BAO Compliance Review Request

Jerval,

RFQ 1038664 Document Management and Imaging Maintenance closed, July 31, 2018, will you provide a Preliminary BAO Compliance Review.

See attached Bid Tab as a reference.

Thanks

Christina Alexander

Procurement Officer

Department of Finance

Procurement Division

Metropolitan Nashville Davidson County

730 2nd Avenue South, Ste. 101 Nashville, TN 37210

Office- 615.862.6637

Alexander, Christina (Finance - Purchasing)

From: Lane, Michelle (Finance - Procurement)
Sent: Thursday, August 30, 2018 1:47 PM
To: Pittman, Genario (Finance - Procurement)
Cc: Alexander, Christina (Finance - Purchasing)
Subject: RE: RFQ 1038664 Document Management and Imaging Maintenance Single Offer Acceptance

Award to a single offeror is approved. Judy, please prepare the letter.

Michelle A. Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37201
Office- 615.862.5471

From: Pittman, Genario (Finance - Procurement)
Sent: Wednesday, August 22, 2018 8:08 PM
To: Lane, Michelle (Finance - Procurement)
Cc: Alexander, Christina (Finance - Purchasing)
Subject: FW: RFQ 1038664 Document Management and Imaging Maintenance Single Offer Acceptance

Michelle,

I have reviewed the Award Justification and I approve the Award Justification. Will you review the Award Justification to determine if it is acceptable to move forward in the process?

Regards,

Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Alexander, Christina (Finance - Purchasing)
Sent: Wednesday, August 22, 2018 1:05 PM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: FW: RFQ 1038664 Document Management and Imaging Maintenance Single Offer Acceptance

Genario,

See below ready to send to Judy for Michelle's signature:

Judy,

Please see attached Intent to Award letter and below single offer approval request for Michelle:

Michelle,

RFQ 1038664 Document Management and Imaging Maintenance closed with a fair and reasonable single offer the department approved the fair and reasonable single offer, (see below email correspondence).

Do you approve the fair and reasonable single offer?

I have attached the Intent to Award letter and Award Justification files for RFQ 1038664 Document Management and Imaging Maintenance. The Intent to Award letter is ready for your signature.

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Neal, Amy (ITS)
Sent: Wednesday, August 8, 2018 3:27 PM
To: Alexander, Christina (Finance - Purchasing) <Christina.Alexander@nashville.gov>
Cc: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RE: RFQ 1038664 Document Management and Imaging Maintenance Single Offer Acceptance

Christina

I am sorry, I haven't responded to this yet. Yes we are good to proceed if you are.

From: Alexander, Christina (Finance - Purchasing)
Sent: Wednesday, August 1, 2018 3:59 PM
To: Neal, Amy (ITS) <Amy.Neal@nashville.gov>
Cc: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RE: RFQ 1038664 Document Management and Imaging Maintenance Single Offer Acceptance

Amy,

The evaluation process will still take place the notification is for the single offer and proposal amount. The evaluation process will determine if an award can be issued.

Thanks

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Neal, Amy (ITS)
Sent: Wednesday, August 1, 2018 2:53 PM
To: Alexander, Christina (Finance - Purchasing) <Christina.Alexander@nashville.gov>
Cc: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RE: RFQ 1038664 Document Management and Imaging Maintenance Single Offer Acceptance

How do I know if they meet all the qualifications?

From: Alexander, Christina (Finance - Purchasing)
Sent: Wednesday, August 1, 2018 1:44 PM
To: Neal, Amy (ITS) <Amy.Neal@nashville.gov>
Cc: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RFQ 1038664 Document Management and Imaging Maintenance Single Offer Acceptance

Amy,

RFQ 1038664 Document Management and Imaging Maintenance closed on July 31, 2018 with a single offer of \$2,262,097.12.

Given the scope of work sought by the solicitation, do you consider this offer fair and reasonable?

Do you accept the single offer for RFQ 1038664 Document Management and Imaging Maintenance?

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637