

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

April 10, 2019

Follett School Solutions
1340 Ridgeview Dr.
McHenry, IL 60050

Re: **RFQ # 1039752, Head Start Classroom Materials - Line items 173-174, 175, 177, 178, and 181**

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # **1039752** for **Head Start Classroom Materials**. This letter hereby notifies you of Metro's intent to award to Follett School Solutions for Line items 173-174, 175, 177, 178, and 181, 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 that reads "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

Head Start Classroom Materials; RFQ# 1039752	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
Library #173-174	0.0%	15.00%	85.00%	\$830.75	\$955.36	\$830.75
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Follett School Solutions	\$830.75	\$0.00	\$0	\$0	\$830.75	Awarded
Constructive Playthings	\$2,165.12	\$0.00	\$0	\$0	\$2,165.12	Exceeds MACP
Kaplan Early Learning Company	\$2,766.47	\$0.00	\$0	\$0	\$2,766.47	Exceeds MACP
Charles J. Becker & Bro. Inc. dba Becker's School Supplies	\$3,496.86	\$0.00	\$0	\$0	\$3,496.87	Exceeds MACP
Lakeshore Learning Materials	\$4,235.98	\$0.00	\$0	\$0	\$4,235.99	Exceeds MACP

Head Start Classroom Materials; RFQ# 1039752	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
Library #175	0.0%	15.00%	85.00%	\$635.50	\$730.83	\$635.50
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Follett School Solutions	\$635.50	\$0.00	\$0	\$0	\$635.50	Awarded
Constructive Playthings	\$2,165.12	\$0.00	\$0	\$0	\$2,165.12	Exceeds MACP
Kaplan Early Learning Company	\$644.26	\$0.00	\$0	\$0	\$644.25	Evaluated
Charles J. Becker & Bro. Inc. dba Becker's School Supplies	\$1,511.51	\$0.00	\$0	\$0	\$1,511.52	Exceeds MACP
Lakeshore Learning Materials	\$1,094.60	\$0.00	\$0	\$0	\$1,094.61	Exceeds MACP

Head Start Classroom Materials; RFQ# 1039752	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
Library #177	0.0%	15.00%	85.00%	\$350.25	\$402.79	\$350.25
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Follett School Solutions	\$350.25	\$0.00	\$0	\$0	\$350.25	Awarded
Constructive Playthings	\$850.85	\$0.00	\$0	\$0	\$850.86	Exceeds MACP
Kaplan Early Learning Company	\$977.32	\$0.00	\$0	\$0	\$977.33	Exceeds MACP
Lakeshore Learning Materials	\$2,828.67	\$0.00	\$0	\$0	\$2,828.67	Exceeds MACP

Head Start Classroom Materials; RFQ# 1039752	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
Library #178	0.0%	15.00%	85.00%	\$610.25	\$701.79	\$610.25
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Follett School Solutions	\$610.25	\$0.00	\$0	\$0	\$610.25	Awarded
Constructive Playthings	\$989.59	\$0.00	\$0	\$0	\$989.59	Exceeds MACP
Kaplan Early Learning Company	\$1,393.64	\$0.00	\$0	\$0	\$1,393.64	Exceeds MACP
Charles J. Becker & Bro. Inc. dba Becker's School Supplies	\$1,701.05	\$0.00	\$0	\$0	\$1,701.06	Exceeds MACP
Lakeshore Learning Materials	\$2,217.63	\$0.00	\$0	\$0	\$2,217.64	Exceeds MACP

Head Start Classroom Materials; RFQ# 1039752	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
Library #181	0.0%	15.00%	85.00%	\$482.00	\$554.30	\$482.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Follett School Solutions	\$482.00	\$0.00	\$0	\$0	\$482.00	Awarded
Charles J. Becker & Bro. Inc. dba Becker's School Supplies	\$755.76	\$0.00	\$0	\$0	\$755.76	Exceeds MACP
Kaplan Early Learning Company	\$935.69	\$0.00	\$0	\$0	\$935.69	Exceeds MACP
Constructive Playthings	\$997.76	\$0.00	\$0	\$0	\$997.76	Exceeds MACP
Lakeshore Learning Materials	\$2,459.12	\$0.00	\$0	\$0	\$2,459.12	Exceeds MACP

Alexander, Christina (Finance - Purchasing)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Monday, February 25, 2019 9:28 AM
To: Alexander, Christina (Finance - Purchasing)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: RFQ 1039752 Head Start Classroom Materials - Final BAO Compliance Review Request

Good Morning Chris –

I have reviewed the one hundred and eleven bids for RFQ # 1039752 Head Start Classroom Materials and I have confirmed that there is no SBE participation.
Let me know if you have any questions.

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: Monday, February 4, 2019 4:03 PM
To: Watson, Jerval (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RFQ 1039752 Head Start Classroom Materials - Final BAO Compliance Review Request

Jerval,

RFQ 1039752 Head Start Classroom Materials closed, September 20, 2018, will you provide a Preliminary BAO Compliance Review.

See attached Bid Tabs as a reference (please note this will be a multi-contract award).

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