



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

February 5, 2018

Davina Zamagni  
CourtSmart Digital Systems, Inc  
51 Middlesex Street Ste. #128  
North Chelmsford, MA 01863

Re: **RFQ # 1025659, Replace 10 Digital Audio Recording Systems for General Sessions Court**

Dear Ms. Zamagni:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1025659 for Replace 10 Digital Audio Recording Systems for General Sessions Court. This letter hereby notifies you of Metro's intent to award to CourtSmart Digital Systems, Inc., contingent upon successful contract negotiations.

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](mailto:christina.alexander@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

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. Should you have any questions concerning this requirement, please contact Tina Burt, BAO Representative, at 615-880-2783 or at [tina.burt@nashville.gov](mailto:tina.burt@nashville.gov).

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.

Solicitation Title & Number	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 1025659-2- Replace 10 Digital Recording Systems for General Sessions Court	28	0	28

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
BIS Digital Inc.	\$353,921.85	\$25,000.00	17.64	0.00	17.64
CourtSmart Digital Systems Inc.	\$298,493.00	\$0.00	20.91	0.00	20.91
Jefferson Audio Video Systems	\$222,932.98	\$0.00	28.00	0.00	28.00

**RFQ# 1025659-2 - Replace 10 Digital Recording Systems for General Sessions Court**

**Evaluation Team Score Sheet**

<b>Offeror</b>	<b>BIS Digital Inc.</b>	<b>CourtSmart Digital Systems Inc.</b>	<b>Jefferson Audio Video Systems</b>
<b>Contract Acceptance (Yes/No)</b>	Yes	Yes	Yes
<b>ISA Questionnaire Completed (Yes/No)</b>	Yes	Yes	Yes
<b>Cost Criteria (35)</b>	17.64	20.91	28.00
<b>Firm Qualifications &amp; References Projects (20)</b>	19.00	18.00	17.00
<b>Team Qualifications (10)</b>	10.00	10.00	5.00
<b>Project Approach/Process/Project Schedule Risk/Risk Mitigation (25)</b>	21.00	23.00	17.00
<b>Scheduling (10)</b>	5.00	10.00	5.00
<b>Total Evaluation Scores</b>	<b>72.64</b>	<b>81.91</b>	<b>72.00</b>

## Evaluation Comments

### BIS Digital Inc.

#### Strengths

Firm provided detailed information for firm qualifications. Firm provided detailed information for team qualifications.

#### Weaknesses

Firm failed to provide detailed scheduling approach. Firm proposed closing courtrooms for 5 days each (scope of work requires courtrooms to remain open during replacement). Firm proposed insufficient data storage space. Firm's proposed data storage solution does not work for the scope of work in this solicitation. Firm failed to address 2 hour emergency response time.

### CourtSmart Digital Systems Inc.

#### Strengths

Firm provided detailed information for firm qualifications. Firm provided detailed information for team qualifications. Firm demonstrated detailed knowledge for project approach and process. Firm provided detailed scheduling approach. Firm provided detailed information for archiving servers. Firm provided detailed schedule for providing 2 hour emergency response time. Firm provided detailed installation plan that will allow courtrooms to remain open.

#### Weaknesses

Firm failed to provide technical support layout. Firm only provided 2 projects of similar size, scope and complexity.

## Jefferson Audio Video Systems

### Strengths

Firm provided detailed information for firm qualifications. Firm proposed rack stored PC.

### Weaknesses

Firm failed to provide detailed information for projects of similar size, scope and complexity. Firm failed to provide detailed team member duties and responsibilities, firm only proposed 2 team members. Firm proposed proprietary product. Firm proposed 2 day urgent response time. Firm's proposed start to finish timeline was not acceptable.

BAO SBE Assessment Sheet

BAO Specialist: Tina R. Burt  
 Contract Specialist: Christina Alexander  
 Date: 01/22/2018

Department Name: General Sessions Court  
 RFP/ITB Number: 1025659

Project Name: Replace 10 Digital Recording Systems for General Sessions Court

Primary Contractor*	Prime Bid Amount	Total Offered SBE (\$)	SBEs approved?	Total Approved SBE (\$)	SBE (%)	Comments
CourtSmart Digital Systems Inc.	\$298,493	\$0	No	\$0	0%	SBE/SDV Plan: CourtSmart Digital Systems Inc. is not an approved SBE or certified SDV firm. Prime acknowledged the SBE/SDV participation expectations in the solicitation and did not propose any SBE/SDV firms for the performance of the work.

\*For ITBs, only apparent low bidder will be listed.

## PNP Compliance Results Form

**Department Name: General Sessions Court**

**RFP/ITB Number: 1025659**

**Replace 10 Digital Recording Systems for General Sessions Court**

Primary Contractor	PNP Compliant (Yes/No)	
CourtSmart Digital Systems Inc.	Yes	Proposer is compliant with the Procurement Nondiscrimination Program requirements having reached out to three certified MWBE firms: Personal Computer System (WBE) - Declined, D & H Electronics System (WBE) - Declined, and TriStar (MBE) - Declined.

\*Denotes Contractor with whom follow up was required

Date: 01/22/2018

Metro Buyer: Christina Alexander

BAO Rep: Tina R. Burt