



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

May 9, 2018

Evelyn Frye
Evelyn M Frye Clinical Associates PC
310 25th Avenue North, Ste #204
Nashville, TN 37203

Re: **RFQ # 1033716, Psychological Examinations for Sheriff's Office Employees**

Dear Dr. Frye:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1033716 for Psychological Examinations for Sheriff's Office Employees. This letter hereby notifies you of Metro's intent to award to Evelyn M Frye Clinical Associates PC, 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 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 Jerval Watson, BAO Representative, at 615-862-5461 or at jerval.watson@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.

RFQ# 1033716 - Psychological Examinations for DCSO Employees

Evaluation Team Sheet

Offeror	Evelyn M Frye Clinical Associates PC
Contract Acceptance (Yes/No)	Yes
ISA Questionnaire Completed (Yes/No)	Yes
Cost Criteria (45)	45.00
Qualifications (35)	35.00
Scheduling (20)	20.00
Total Evaluation Scores	100.00

Evaluation Comments

Evelyn M Frye Clinical Associates PC
Strengths
Firm provided detailed qualifications information. Firm demonstrated an understanding of Metro's needs based on the scope of work for this solicitation. Firm provided resumes, certifications and licensing for all key personnel. Firm provided reference projects of similar size, scope and complexity. Firm provided a detailed scheduling plan that proposed an average 3 to 4 day time period to produce required examinations and notifications once requested. Firm proposes a plan for open lines of communication and accessibility.
Weaknesses
There were no weaknesses noted.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 1033716 - Psychological Examinations for Sheriff's Office Employees			36	9	45
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Evelyn M Frye Clinical Associates PC	\$155,164.50	\$155,164.50	36.00	9.00	45.00

BAO SBE Assessment Sheet

BAO Specialist: Jerval Watson
Contract Specialist: Christina Alexander
Date: 04/26/2018

Department Name: Sheriff Office
RFP/ITB Number: 1033716

Project Name: Psychological Examinations for Sheriff's Office Employees

Primary Contractor*	Prime Bid Amount	Total Offered SBE (\$)	SBEs approved?	Total Approved SBE (\$)	SBE (%)	Comments
Evelyn M Frye Clinical Associates	\$155,164.50	\$155,164.50	YES	\$ 155,164.50	100.00%	The prime contractor is a Metro approved SBE, there is no subcontractors on this solicitation

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