



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

July 19, 2019

Leah Susi
Monroe Harding Inc.
1120 Glendale Lane
Nashville, TN 37204
Re: **RFQ #1338660, VOCA Re-Engagement Hubs**

Dear Ms. Susi:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #1338660 for **VOCA Re-Engagement Hubs**. This letter hereby notifies you of Metro's intent to award to **Monroe Harding Inc.**, 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 **Jeremy Frye**, BAO Representative, at **615-862-6638** or at Jeremy.frye@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 Buyer **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

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
VOCA Re-Engagement Hubs; RFQ# 1338660			24	6	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Martha O'Bryan Center	\$249,140.43	\$1,826.61	24.00	6.00	30.00
Monroe Harding	\$275,000.00	\$0.00	21.74	0.00	21.74

**RFQ# 1338660 VOCA Re-Engagement Hubs
Evaluation Committee Score Sheet**

Offeror	Martha O'Bryan	Monroe Harding
Contract Acceptance	Yes	Yes
Cost (30)	30.00	21.74
Quality Program Management (20)	20.00	20.00
Positive Youth Deve/IP of TIC (10)	10.00	10.00
Peer Support Worker PD, I, Eval (20)	20.00	20.00
Project Approach & Process (20)	20.00	20.00
Total Evaluation Scores	100.00	91.74

Evaluation Comments

Martha O'Bryan
Strengths
Firm's proposal provided detailed plan for quality program management to include policies and procedures for confidentiality, reducing staff turn-over, accountability, performance outcome tracking, collaborative partnerships, evidence of in-kind and financial support. Firm's proposal provided detailed plan for promoting physical, social and emotional safety to include policies and procedures and training. Firm's proposal demonstrated how it's proposed program will foster participation, provide peer support, self-help opportunities and how it will incorporate diversity of person, perspective and experience. Firm's proposal demonstrated a detailed approach and process for the scope of work in the solicitation to include identifying employer engagement and opportunities.
Weaknesses
There were no weaknesses noted.

Monroe Harding

Strengths

Firm's proposal provided detailed plan for quality program management to include policies and procedures for confidentiality, reducing staff turn-over, accountability, performance outcome tracking, collaborative partnerships, evidence of in-kind and financial support. Firm's proposal provided detailed plan for promoting physical, social and emotional safety to include policies and procedures and training. Firm's proposal demonstrated how it's proposed program will foster participation, provide peer support, self-help opportunities and how it will incorporate diversity of person, perspective and experience. Firm's proposal demonstrated a detailed approach and process for the scope of work in the solicitation to include identifying employer engagement and opportunities.

Weaknesses

Firm did not propose SBE/SDV firm participation. Firm's proposed cost was the highest of the offers submitted.

BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye
Contract Specialist: Christina Alexander
Date: 07/01/2019

Department Name: NCAC
RFP/ITB Number: 1338660
Project Name: VOCA Re-Engagement Hubs

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Monroe Harding	\$ 275,000.00	\$ -	Yes	0%	The prime is not an approved SBE and will utilize Snelling Personnel at no cost.
Martha O'Bryan Center	\$ 249,140.43	\$ 1,826.61	Yes	1%	The prime is not an approved SBE and will utilize Broadwater & Associates.

PNP Compliance Results From

Department Name: NCAC RFP/ITB Number: RFQ #1338660 Project Name: VOCA Re-Engagement Hubs		
Primary Contractor	PNP Compliant (Yes/No)	Determination Comments/% of Participation Proposed or Bid
Monroe Harding Inc.	Yes	Proposer is compliant with the Procurement Nondiscrimination Program requirements having reached out to three certified MWBE firms: InShuttle \$40,000/14.5% (MBE), Enhance Business Solution \$500/.18%(MBE), and Snelling Staffing (WBE) performing at no cost were all accepted.
Martha O'Bryan Center	Yes	Proposer is compliant with the Procurement Nondiscrimination Program requirements having reached out to three certified MWBE firms: Broadwater & Associates \$1,826,(MBE) accepted. Imagen Anything (WBE) and Northcutt & Associated (WBE) were both declined due to not submitting a bid.

Date: 07/01/2019
 Metro Buyer: Christina Alexander
 BAO Rep: Jeremy Frye