



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

February 5, 2020

Chad Legel
Industrial Organizational Solutions
1520 Kensington Road Ste. 110
Oak Brook IL 60523

Re: **RFQ# 14015, Public Safety Promotional Testing Services**

Dear Mr. Legel:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# **14015, Public Safety Promotional Testing Services**. This letter hereby notifies you of Metro's intent to award to **Industrial Organizational Solutions**, 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 Equal Business Opportunity (EBO) 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 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
Public Safety Promotional Testing Services; RFQ# 14015			28	7	35
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Industrial Organizational Solutions	\$332,084.00	\$0.00	28.00	0.00	28.00

**RFQ 14015 Public Safety Promotional Testing Services
Evaluation Committee Score Sheet**

Offeror	Ergometrics	Industrial Organizational Solutions
Contract Acceptance (Yes/No)	Yes	Yes
ISA Questionnaire Completed Yes/No)	Yes	Yes
Round 1 (need 85 or better to advance to Round 2)		
Firm Qualifications (35)	25.00	32.00
Reference Projects & Team Qualifications (35)	27.00	35.00
Project Approach (30)	20.00	28.00
Total Scores for Round 1 (100)	72.00	95.00

Round 2		
Cost (35)	0.00	28.00
Methodology (35)	0.00	35.00
Demonstration/Interview (30)	0.00	30.00
Total Scores for Round 2 (100)	0.00	93.00

Total Evaluation Scores (200)	72.00	188.00
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Evaluation Comments

Ergometrics

Strengths

Firm's proposal demonstrated acceptable years of experience in the testing services industry. Firm's proposal suggested meeting with subject matter experts as part of the project approach. Firm's proposal provided detailed information for providing study guides and a 90 day time frame to study for test. Firm's proposed project approach includes a 3 day score response.

Weaknesses

Firm's proposal lacked detail for validating test documents. Firm's proposal focused on Pre-Hire Testing instead of Promotional Testing. Firm's proposed project approach for validating relies heavily on the client/Metro. Firm's proposal lacked detail for ensuring the use of the most recent tests. Firm's proposal lacked detail for providing multiple versions of test. Firm's proposal failed to provide evaluation criteria responses in requested format. Firm's proposal failed to provide a detailed plan for allowing additional time for testing, if needed. Firm's proposal lacked detail for ADA accommodations. Firm's proposal suggests "off the shelf" approach for re-test, which is not acceptable for Metro. Firm's Organizational Chart lacked detail. Firm failed to provide complete resumes for key team members for this project. Firm only provided one (1) reference project of similar size, scope and complexity. Firm failed to provide subcontractor information or statement of non-use of subcontractor(s). Firm's project approach suggests "off the shelf" testing, which is not acceptable to Metro.

Industrial Organizational Solutions

Strengths

Firm's proposal demonstrated acceptable years of experience in the testing services industry. Firm's proposal described in detail firm's approach for validating test documents to include firm's DOJ approved validating process. Firm's proposal demonstrated proposed approach will meet and/or exceed industry standards to include U.S. Supreme Court validated testing process. Firm's proposal demonstrated acceptable ADA accommodations. Firm's proposal demonstrated firm's ability to provide multiple versions of test. Firm's proposal demonstrated firm's ability to allow re-test options. Firm provide a detailed Organizational chart. Firm provide three (3) reference projects of similar size, scope and complexity. Firm provided a detailed narrative demonstrating firm's understanding of scope of work for this project.

Round 2: Firm's proposal provided detailed plan for developing and administering written tests based on materials selected by the Metro Police Department including the department manual, books, articles, and other sources. Firm's proposal provided detailed sensitivity plan for developing validated tests and methods that do not create adverse impact. Firm's proposal demonstrated firm's ability to defend proposed process during appeal and/or litigation. Firm's proposal demonstrated active, effective testing practices with DOJ.

Weaknesses

Firm's proposal lacked detail for providing most recent testing materials. Firm's proposal failed to provide a time frame for getting test scores to Metro.

Round 2: None noted

Alexander, Christina (Finance - Purchasing)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Friday, January 24, 2020 3:36 PM
To: Alexander, Christina (Finance - Purchasing)
Subject: RE: RFQ 14015 Public Safety Promotional Testing Services - BAO Compliance Review Request

Good Afternoon Christina -

I have reviewed the bid for the RFQ #14015 Public Safety Promotional Testing Services and I have confirmed that there is no SBE participation. Let me know if you have any additional questions.

Best,

Jerval Watson
Metro Nashville Government
615-862-5461

**For more information about the
Equal Business Opportunity Program
Contact BAO at bao@nashville.gov**



From: Alexander, Christina (Finance - Purchasing) <Christina.Alexander@nashville.gov>
Sent: Wednesday, January 15, 2020 3:04 PM
To: Watson, Jerval (Finance - Contract Compliance) <Jerval.Watson@nashville.gov>
Subject: RFQ 14015 Public Safety Promotional Testing Services - BAO Compliance Review Request

Jerval,

RFQ 14015 Public Safety Promotional Testing Services closed December 12, 2019, and the evaluation committee meeting January 14, 2020, will you provide a Final BAO Compliance Review/Assessment.

See attached bid tab and Rounds 1 & 2 evaluation committee scoring with selected vendor 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