

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

1/4/2021 | 10:29 AM CST

Ben Taylor  
Tailored Business  
8858 Lebanon Road  
Mount Juliet, TN 37122

Re: **RFQ 81160 Metro Wide Special Payroll Services**

Dear Mr. Taylor:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above **RFQ 81160 Metro Wide Special Payroll Services**. This letter hereby notifies you of Metro's intent to award to **Tailored Business**, 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 **Joe Ann Carr**, BAO Representative, at **615-880-2338** or at [Joeann.carr@nashville.gov](mailto:Joeann.carr@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](mailto:christina.alexander@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

*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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

## RFQ# 81160 Metro Wide Special Payroll Services Evaluation Committee Score Sheet

Offeror	Hire Thinking dba Advantage xPO	LanceSoft	Tryfacta	Tailored Business
Contract Acceptance	Yes	Yes	Yes	Yes
Cost (40)	21.69	40.00	23.92	32.49
Qualification and Experience (25 Points)	15.00	15.00	20.00	22.00
Project Approach & Process (35 Points)	20.00	15.00	30.00	35.00
<b>Total Evaluation Scores</b>	<b>56.69</b>	<b>70.00</b>	<b>73.92</b>	<b>89.49</b>

### Evaluation Comments

Hire thinking dba Advantage xPO
<b>Strengths</b>
Firm's proposal demonstrated firm's understanding of project being a seasonality of a summer program. Firm's proposal provided a detail plan for their onboarding background check process. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
<b>Weaknesses</b>
Firm failed to provide resumes for proposed key team members. Firm's proposal lacked detail for qualifications and experience. Firm's proposal demonstrates firm will rely heavily on a blended process with a Temp Service.

LanceSoft
<b>Strengths</b>
Firm provided resumes for proposed key team members. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
<b>Weaknesses</b>
Firm's proposal failed to demonstrate firm's understanding of scope of work for this solicitation. Firm's proposal addressed providing services for MNPS, not Metro. Firm's proposal lacked detail for project approach and process.

### **Tryfacta**

#### **Strengths**

Firm's proposal demonstrated firm's experience in providing services for scope detail for this solicitation. Firm provided detailed organizational chart identifying proposed team members for project. Firm's proposal demonstrated how scope of work will be implemented to include use of proposed team members. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### **Weaknesses**

Firm's proposal failed to demonstrate firm's ability to handle large volumes of processing. Firm's proposal failed to identify potential issues/challenges. Firm's proposal failed to provide firm's approach for resolving issues/challenges.

### **Tailored Business**

#### **Strengths**

Firm's proposal demonstrated firm's experience in providing services for scope detail for this solicitation. Firm's proposal provided detailed project approach and process plan, to include a banking plan that issues a \$.01 deposit to all payee accounts to verify banking information. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### **Weaknesses**

Firm failed to provide resumes for proposed key team members.

Solicitation Title & Number		RFP Cost Points
Metro Wide Special Payroll Services; RFQ# 81160		40
Offeror's Name	Total Bid Amount	RFP Cost Points
LanceSoft Inc.	\$360,600.00	40.00
Tryfacta Inc.	\$603,000.00	23.92
Tailored Business	\$444,000.00	32.49
Hire Thinking Inc dba Advantage xPO	\$664,856.00	21.69

## BAO Small Business Assessment Sheet

BAO Specialist: JoeAnn Carr

Contract Specialist: Christina Alexander

Date: 12/17/2020

Department Name: Finance/Accounting & Reporting

RFP/ITB Number: 81160

Project Name: Metro Wide Special Payroll Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	Acknowledged SBE Requirement ?	SBE (%)	Comments
Tailored Business	\$444,000.00	\$6,500.00	Yes	5.42%	The proposed prime is not a Metro-approved SBE, has acknowledged the SBE program participation requirements and expectations and consequences of misrepresentation and proposed to utilize Metro-approved SBE; CULTURE SHIFT TEAM INC @ 5.42%,



Statement of M/WBE Utilization

Proposer's/Firm's Name: GOODSON INC DBA TAILORED BUSINESS	Proposer's Phone #: 615-668-8911
Solicitation Title: METRO WIDE SPECIAL PAYROLL SERVICES	Proposer's Email Address: kim@tailoredbusiness.com
Solicitation #: 81160	Amount Self-performed : 0.00
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: \$2,520,000 (including Gross Wages) or \$120,000 (excluding Gross Wages)
Proposed EBO Goal (%): 8.5 MBE% WBE%	EBO Goal Met? (Y/N) YES

The following MWBE\* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

MBE/WBE Firm Name			MBE/WBE Firm Address	Phone/E-Mail	Certificate Type (MBE or WBE)	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
1	AVAZA LANGUAGE SERVICES CORP		2509 LINBAR DR, STE 603, NASHVILLE, TN 37211	615-534-3400	MBE	3	82110000	LANGUAGE SERVICES AND HIRING	\$10,200	8.50%
2					Select	Select				
3					Select	Select				
4					Select	Select				
5					Select	Select				
6					Select	Select				
7					Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature)	Date
KIM TAYLOR/PRESIDENT & CEO	11/09/2020

\*Note: MWBE is defined as business enterprise maintaining a significant business prescience in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Complied with EBO Goal?	YES	For Internal Office Use ONLY	BAO Only
		If No, Good Faith Efforts Met?	

BAO Representative: JoeAnn Carr

Date: 12/17/20

Total MBE Subcontracting	8.50 %	\$ 10,200.00
Total WBE Subcontracting	%	\$
Total MBE/WBE Participation:	8.50 %	\$ 10,200.00

## Certificate Of Completion

Envelope Id: B733065FBC794A1D8CB8D8722FE4120C

Status: Completed

Subject: Intent to Award - RFQ #81160 Metro Wide Special Payroll Services

Source Envelope:

Document Pages: 6

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Procurement Resource Group

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

prg@nashville.gov

IP Address: 170.190.198.185

## Record Tracking

Status: Original

Holder: Procurement Resource Group

Location: DocuSign

12/21/2020 1:45:14 PM

prg@nashville.gov

## Signer Events

Michelle A. Hernandez Lane

michelle.lane@nashville.gov

Chief Procurement Officer/Purchasing Agent  
Metro

Security Level: Email, Account Authentication  
(None)

## Signature



Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.185

## Timestamp

Sent: 12/21/2020 1:50:50 PM

Viewed: 12/28/2020 8:58:55 AM

Signed: 1/4/2021 10:29:13 AM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

Christina Alexander

christina.alexander@nashville.gov

Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 1/4/2021 10:29:14 AM

Viewed: 1/4/2021 10:49:51 AM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

12/21/2020 1:50:50 PM

Certified Delivered

Security Checked

12/28/2020 8:58:55 AM

Signing Complete

Security Checked

1/4/2021 10:29:13 AM

Completed

Security Checked

1/4/2021 10:29:14 AM

## Payment Events

## Status

## Timestamps