

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

3/10/2021 | 10:35 AM CST

Cathryn Scivicque
iTEDIUM, Inc.
5700 Broadmoore STE 202
Mission, KS 66202

Re: **RFQ # 99231, Cobra Administrative Services for Metro Nashville and MNPS**

Dear Ms. Scivicque:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 99231 for Cobra Administrative Services for Metro Nashville and MNPS. This letter hereby notifies you of Metro's intent to award to iTEDIUM, 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 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 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 Scott Ferguson by email at scott.ferguson@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
Phone: 615-862-6180
Fax: 615-862-6179

RFQ# 99231 - Cobra Administrative Services for Metro Nashville and MNPS

Evaluation Criteria	Cushion Employer Services	iTEDIUM, Inc
Round 1		
Contract Acceptance	Yes	Exceptions
Solicitation Acceptance	Yes	Yes
Reporting Requirements Confirmation	Yes	Yes
EBO Documentation	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes
Experience and Qualifications(10 Points)	8.00	9.00
Past Performance and References(10 Points)	6.00	9.00
Capacity and Scheduling Requirements (10 Points)	7.00	10.00
Reporting (10 Points)	9.00	10.00
Business Plan (30 Points)	27.00	29.00
SBE/SDV Threshold (5 Points)	0.00	0.00
Cost Criteria (25 Points)	12.51	25.00
Totals	69.51	92.00

Strengths & Weaknesses
Cushion Employer Services

Strengths: Firm provided an implementation timetable detailing specific activities, target dates, data requirements and responsibilities for completion to meet Metro's Annual Enrollment schedule.

Weaknesses: The firm's listing of ten (10) previous customers that were provided for COBRA administration services within the last 2 years did not demonstrate that they were long term clients. The possibility for special circumstances that fall outside of the expectation to performing this contract. The overall number of clients as well as the number of public sector clients did not demonstrate they could handle a client the size of Metro. The timeframe for turning around and sending out the initial COBRA notification packet after retrieving the electronic carrier feed (which will be provided in Metro's file format) was not adequate. Firm's description of archiving information was not robust or user-friendly. The firm did not provide enough details about how often their systems are backed up in case of system failure. Firm has additional charges when Metro has carrier changes.

iTEDIUM, Inc

Strengths: The experience level of the Firm's organization's COBRA compliance department. The Firm's listing of ten (10) previous customers that they provided COBRA administration services within the last 2 years that were of similar size, scope, and complexity as Metro. Firm described in detail how firm is structured to ensure timely delivery of the services requested in this RFP. Firm adequately described delivery concerns they have in performing this contract. The timeframe and process for turning around and sending out the initial COBRA notification packet after retrieving the electronic carrier feed (which will be provided in Metro's file format). Firm will automatically provide Metro with an annual ACA report for the purposes of creating 1095-C forms, including the timeframe the report will be provided to Metro. Firm demonstrated their ability and the practices in place to archive all information for a minimum of seven years. Firm adequately described how will Metro be informed of changes to the archiving arrangement and/or procedures.

Weaknesses: Firm failed to answer Q.4. regarding the license(s) and certification(s) these individuals have do not convey their ability to perform this contract. Firm did not respond to the number of clients they had as of 1/1/2021; their response was based on the number of clients they had as of 1/1/2016.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Cobra Administrative Services for Metro Nashville and MNPS.; RFQ# 99231			25	0	25
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Cushion Employer Services	\$201,738.58	\$0.00	12.51	0.00	12.51
iTEDIUM, Inc.	\$100,920.00	\$0.00	25.00	0.00	25.00
TASC was non-responsive					

Ferguson, Scott (Finance)

From: Frye, Jeremy (Finance)
Sent: Friday, February 26, 2021 11:50 AM
To: Ferguson, Scott (Finance)
Cc: Lane, Michelle (Finance - Procurement)
Subject: RFQ#99231 - Cobra Administrative Services Final Assessment
Attachments: 99231 Cobra Admin Service.pdf; 99231 Cobra Admin Services.pdf

Scott,

Please accept this as my final assessment for the referenced RFQ#. The prime is compliant with the EBO Program providing acceptable GFE documentation. I also confirmed the SBE/SDV utilization is \$0. This contract will not require monitoring in B2Gnow.

Jeremy R. Frye
Contract Administrator
Department of Finance
[Office of Minority and Women Business Assistance \(BAO\)](#)
Metropolitan Nashville Davidson County Government
730 2nd Avenue South, 1st Floor; PO Box 196300
Nashville, TN 37219-6300
(p) 615-862-6638 (f) 615-862-6175



Statement of M/WBE Utilization

Proposer's/Firm's Name: iTEDIUM, Inc.	Proposer's Phone #: 913-499-4877
Solicitation Title: Cobra Administrative Services	Proposer's Email Address: proposals@itedium.com
Solicitation #: 99231	Amount Self-performed : 100%
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: \$106,560.00
Proposed EBO Goal (%): 0 MBE% 0 WBE%	EBO Goal Met? (Y/N) NO

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

			Certificate	* MBE/WBE	Code #	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
MBE/WBE Firm Name			Type (MBE or WBE)	Group Type *	UNSPS/NAICS			
1			Select	Select				
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)

Stephen S. Foster/ Marketing Coordinator

Stephen S. Foster

Date

02/03/2021

*Note: MWBE is defined as business enterprise maintaining a significant business presence 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?	NO	<input type="button" value="v"/>	For Internal Office Use ONLY	YES	<input type="button" value="v"/>
			<i>If No, Good Faith Efforts Met?</i>		

BAO Representative: Jeremy Frye

Date: 02/26/20

Total MBE Subcontracting	0	%	\$0
Total WBE Subcontracting	0	%	\$0
Total MBE/WBE Participation:	0	%	\$0

BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye

Contract Specialist: Scott Ferguson

Date: 2/26/2021

Department Name: Human Resources

RFP/ITB Number: 99231

Project Name: Cobra Administrative Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
iTEDIUM, Inc	\$100,920.00	\$0.00	No	0%	The prime is not a Metro approved SBE/SDV and proposed to self- perform 100% of the work.