

RFQ# 965644 - Housing Incentive Pilot Program Third Party Administrator Services

Criteria/Offeror	Freeman Webb Company, Realtors
Cost Criteria (25 Points)	20.00
Qualifications and Experience (45 Points)	43.00
Capacity and Approach (30 Points)	27.00
Total (100 Points)	90.00

Offeror's Name	Bids	SBE	Cost Evaluation (20 Pt Max)	SBE/SDV Evaluation (5 Pt Max)	Total Cost Points (25 Pt)
Freeman Webb Company, Realtors	\$ 150,000.00	\$0	20.00	0.00	20.00

Comments: Unclear about Rate per Complex for Construction Disbursements; need to identify any potential future conflict of interests with administering this program on behalf of Metro; how often do they do income verification; and how do they deal with discrepancies.

Troup, Terri (Finance - Procurement)

From: Gossage, Jeff L (Finance - Procurement)
Sent: Wednesday, December 21, 2016 1:32 PM
To: Troup, Terri (Finance - Procurement)
Subject: RE: Single Offeror Approval for RFQ # 965644 - Housing Incentive Pilot Program Third Party Administrator Services

The award, contingent upon successful contract negotiations, to a single offeror is approved. Thanks Terri

Jeff L. Gossage, C.P.M.

Purchasing Agent

Metropolitan Government of Nashville & Davidson County

615-862-6639 Office

Jeff.Gossage@Nashville.gov



From: Troup, Terri (Finance - Procurement)
Sent: Wednesday, December 21, 2016 1:01 PM
To: Gossage, Jeff L (Finance - Procurement)
Subject: Single Offeror Approval for RFQ # 965644 - Housing Incentive Pilot Program Third Party Administrator Services

Jeff:

There was only one proposal received from Freeman Webb Company, Realtors on RFQ # 965644 - Housing Incentive Pilot Program Third Party Administrator Services. The evaluation team has reviewed and evaluated the proposal. The evaluation team is okay with moving forward with a single offeror contingent upon acceptance of responses to clarifications as part of contract negotiations. Please let me know if you approved the award of this single offeror.

Terri R. Troup
Finance Administrator
Purchasing and Contract Management
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