



Notice of Intent to Award

Solicitation Number	390402	Award Date	12/23/2024 9:00 AM CST
Solicitation Title	Government Relations Services		
Buyer Name	Zak Kelley	Buyer Email	zak.kelley@nashville.gov
BAO Rep	NA	BAO Email	NA

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Butler Snow	Company Contact	Mandy Young
Street Address	150 3rd Avenue South STE 1600		
City	Nashville	State	TN
		Zipcode	37201

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

☐ Yes, the EBO Program is applicable.

☒ No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

☐ Yes, monthly reporting is applicable.

☒ No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – 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.

 Manager (Initial)

Dennis Rowland
Dennis Rowland
Purchasing Agent & Chief Procurement Officer



RFQ 390402 – Government Relations Services

Company	Qualifications & Experience (35 Points)	Project Approach (40 Points)	Cost Criteria (20 Points)	Financial Offer	Diversity Practices (05 Points)	Contract Exceptions (Y/N)	Total Points (100)
Baker, Donelson, Bearman, Caldwell, & Berkowitz PC	25	32	20	\$252,242.41	3	Yes	80
Butler Snow LLP	34	38	9.230	\$546,558.85	0	Yes	81.23
EE Holdings LLC dba H. Lee Group	26	32	12.804	\$394,000.00	0	No	70.804
Frost Brown Todd LLP	24	30	10	\$504,484.82	0	No	64
Nelson Mullins Riley & Scarborough LLP	33	36	10.251	\$492,120.60	0	No	79.251

Baker, Donelson, Bearman, Caldwell & Berkowitz, PC	
Strengths	Weaknesses
The brief biographies in the organizational chart demonstrate strong relationships with leadership in both chambers and are above expectations in this regard.	The three examples of similar clients are not entirely analogous to the size and scope of Metro and are below expectations in this regard.
The detailed SWOT analysis and associated plan are sufficient and meet expectations in this regard.	The organizational chart does not demonstrate sufficient capacity to perform the scope of work and is significantly below expectations in this regard.
The weekly update and legislative wrap-up are sufficient and meet expectations in this regard.	The project narrative lacks detail relative to establishing and maintaining successful working relationships between Metro and the General Assembly and is below expectations in this regard.

Butler Snow LLP	
Strengths	Weaknesses
The three examples of similar clients are roughly analogous to the size and scope of Metro and are above expectations in this regard.	The three examples of similar clients are public sector adjacent rather than strictly public sector and are somewhat below expectations in this regard.
The organizational chart demonstrates sufficient capacity to perform the scope of work and meets expectations in this regard.	The plan associated with the SWOT analysis lacks some detail and is somewhat below expectations in this regard.
The brief biographies in the organizational chart demonstrate exceptionally strong relationship with leadership and a variety of members in both chambers and are significantly above expectations in this regard.	
The project narrative demonstrates a detailed understanding of Metro, provides a comprehensive approach for establishing and maintaining working relationships, and is significantly above expectations in this regard.	
The weekly update and legislative wrap-up are sufficient and meet expectations in this regard.	

EE Holdings LLC dba H. Lee Group	
Strengths	Weaknesses
The detailed SWOT analysis and associated plan are sufficient and meet expectations in this regard.	Two-thirds of the examples of similar clients are not entirely analogous to the size and scope of Metro and are below expectations in this regard.
The weekly update and legislative wrap-up are sufficient and meet expectations in this regard.	The organizational chart does not demonstrate sufficient capacity to perform the scope of work and is significantly below expectations in this regard.
	The project narrative lacks detail relative to establishing and maintaining successful working relationships between Metro and the General Assembly and is below expectations in this regard.
	The plan for dealing with potential conflicts of interest lacks detail and is below expectations in this regard.

Frost Brown Todd LLP	
Strengths	Weaknesses
The detailed SWOT analysis and associated plan are sufficient and meet expectations in this regard.	The examples of similar clients are not entirely analogous to the size and scope of Metro and are below expectations in this regard.
The weekly update and legislative wrap-up are sufficient and meet expectations in this regard.	The organizational chart lacks detail relative to specific roles on this project, does not make clear the team has sufficient capacity to perform the scope of work, and is significantly below expectations in this regard.
	The project narrative lacks detail relative to establishing and maintaining successful working relationships between Metro and the General Assembly and is below expectations in this regard.
	The plan for dealing with potential conflicts of interest lacks detail and is below expectations in this regard.

Nelson Mullins Riley & Scarborough LLP	
Strengths	Weaknesses
Two-thirds of the examples of similar clients are analogous to the size and scope of Metro and are above expectations in this regard.	One-third of the examples of similar clients are not entirely analogous to the size and scope of Metro and are below expectations in this regard.
The project narrative demonstrates a detailed understanding of the scope of work and is above expectations in this regard.	The organizational chart does not demonstrate sufficient capacity to perform the scope of work and is significantly below expectations in this regard.
The detailed SWOT analysis and associated plan are sufficient and meet expectations in this regard.	The project narrative lacks some detail relative to establishing and maintaining successful working relationships between Metro and the General Assembly and is below expectations in this regard.
The weekly update and legislative wrap-up are sufficient and meet expectations in this regard.	