



Notice of Intent to Award

Solicitation Number	394374	Award Date	4/25/2025 10:50 AM CDT
Solicitation Title	Library Services for Deaf & Hard of Hearing		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov

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	Carissa Riccardi	Company Contact	Carissa Riccardi
Street Address	411 Basswood Ave.		
City	Nashville	State	TN
		Zipcode	37209

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.

Acc Assistant Purchasing Agent (Initial)

Dennis Rowland
Dennis Rowland
Purchasing Agent & Chief Procurement Officer

RFQ #394374 Library Services for Deaf & Hard of Hearing Evaluation Committee Score Sheet

Evaluation Criteria/Offeror	Carissa Riccardi
Accepted Contract Terms and Conditions (Y/N)	Yes
Cost (50 Points)	50.00
Qualifications & Experience (50 Points)	50.00
Total Evaluation Scores	100.00
No BAO Programming Applicable to this solicitation	
Evaluation Comments	
Carissa Riccardi	
Strengths	
Proposal demonstrated firm's experience and capacity to perform scope of work. Proposal demonstrated firm's qualifications.	
Weaknesses	
None noted.	

Enter Solicitation Title & Number Below			
Library Services for Deaf & Hard of Hearing; RFQ 394374	Lowest Bid		
		\$24,997.50	50
Offeror's Name	Bids	Evaluation Amount	RFP Cost Points
Carissa Riccardi	\$24,997.50	\$24,997.50	50.00
No BAO Programming applicable to this solicitation			

Certificate Of Completion

Envelope Id: 8BE44E6E-13FB-4903-8941-FCABC3F723AA

Status: Completed

Subject: Intent to Award - RFQ # 394374 for Library Services for Deaf & Hard of Hearing

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 2

Initials: 1

Christina Alexander

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

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

christina.alexander@nashville.gov

IP Address: 10.101.81.137

Record Tracking

Status: Original

Holder: Christina Alexander

Location: DocuSign

4/25/2025 10:08:13 AM

christina.alexander@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and Davidson County

Location: Docusign

Signer Events

Signature

Timestamp

Gary Clay

gary.clay@nashville.gov

Asst. Purchasing Agent

Security Level: Email, Account Authentication (None)

Sent: 4/25/2025 10:09:44 AM

Viewed: 4/25/2025 10:48:10 AM

Signed: 4/25/2025 10:48:43 AM

Signature Adoption: Uploaded Signature Image
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Dennis Rowland

Dennis.Rowland@nashville.gov

Purchasing Agent & Chief Procurement Officer

Security Level: Email, Account Authentication (None)

Sent: 4/25/2025 10:48:44 AM

Viewed: 4/25/2025 10:50:39 AM

Signed: 4/25/2025 10:50:48 AM

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

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

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/25/2025 10:09:44 AM
Certified Delivered	Security Checked	4/25/2025 10:50:39 AM
Signing Complete	Security Checked	4/25/2025 10:50:48 AM
Completed	Security Checked	4/25/2025 10:50:48 AM
Payment Events	Status	Timestamps