

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

July 27, 2018

Amy Campbell
Elevate Consulting, LLC
PO Box 282471
Nashville, TN 37228
Re: **RFQ # 1036659, Opportunity Youth Research**

Dear Ms. Campbell:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1036659 for Opportunity Youth Research. This letter hereby notifies you of Metro's intent to award to Elevate Consulting, LLC, 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 Procurement Nondiscrimination 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 Jerval Watson, BAO Representative, at 615-862-5431 or at jerval.watson@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 Ghee by email at scott.ghee@nashville.gov Monday through Friday between 8:30am and 3:30pm.

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

Sincerely,

A handwritten signature in blue ink, reading "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.

Award Justification for RFQ 1036659 - Opportunity Youth Research

Solicitation Title & Number	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 1036659 - Opportunity Youth Research	28	7	35

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Elevate Consulting, LLC	\$35,000.00	\$0.00	28.00	0.00	28.00
Germane Solutions	\$52,500.00	\$0.00	18.67	0.00	18.67

	Elevate Consulting, LLC	Germane Solutions
Cost (35 points)	28	18.67
Research Experience (20 points)	16	20
Community Partnerships (15 points)	15	9
Project Approach and Process (30 points)	30	18
Total	89	65.67

Elevate Consulting, LLC
Strengths – Firm demonstrated their research design, including participatory action research structure, data collection and evaluation methods. Firm demonstrated a realistic implementation and completion timeline for the research project with key milestones. Firm demonstrated a strong financial management infrastructure. The structure for participation was clearly connected to their research design. Firm demonstrated relationships with community based organizations and research institutions. Firm demonstrated a strong approach to building partnerships to support research projects. Firm demonstrated experience conducting community based research and evaluation. Firm demonstrated experience working on youth centric research projects. Firm demonstrated the ability, capacity, skill, and financial resources to provide the services. Weaknesses - Firm failed to demonstrate that they have performed satisfactorily in previous contracts of similar size and scope.

Germane Solutions
Strengths – Firm demonstrated a realistic implementation and completion timeline for the research project with key milestones. Firm demonstrated a strong financial management infrastructure. Firm demonstrated experience conducting community based research and evaluation. Firm demonstrated experience working on youth centric research projects. Firm demonstrated the ability, capacity, skill, and financial resources to provide the services. Weaknesses - Firm failed to demonstrate how the participatory action research should drive the participatory design structure. Firm failed to demonstrate the relationships the firm has with community based organizations and research institutions. Firms description of their approach to building partnerships to support research projects lacked specific detail.

From: [Watson, Jerval \(Finance - Contract Compliance\)](#)
To: [Ghee, Scott \(Finance - Procurement\)](#)
Subject: RE: Proposals for RFQ 1036659 - Opportunity Youth Research
Date: Thursday, August 02, 2018 10:33:36 AM
Attachments: [image001.png](#)
[image002.png](#)

Good Morning Scott -

I have reviewed the bid for RFQ# 1036659 Opportunity Youth Research and I have confirmed that the bidder, has no SBE participation on this solicitation.
Please let me know if you need anything additional. – JW

Best,

Jerval Watson
Business Development Officer
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)615-862-5461; (F)615-862-6175



From: Ghee, Scott (Finance - Procurement)
Sent: Monday, July 30, 2018 9:40 AM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: RE: Proposals for RFQ 1036659 - Opportunity Youth Research

Jerval,

Just following up on the below. I might have missed your last response.

Scott Ghee
Procurement Officer
Department of Finance

Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.3130

From: Ghee, Scott (Finance - Procurement)
Sent: Thursday, June 28, 2018 3:15 PM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: Proposals for RFQ 1036659 - Opportunity Youth Research

Jerval,

RFQ 1036659 – Opportunity Youth Research closed with two proposals from Elevate Consulting, LLC and Germane Solutions. After reviewing the submissions it appears that the offerors are minimally responsive to the solicitation, however neither firm proposed any SBE/SDV usage. I have attached the bid tab for your viewing so that you can confirm this assessment. Let me know if you have any questions.

Thanks,

Scott Ghee
Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.3130