



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

8/25/2021 | 4:04 PM CDT

Alex Hutchins
Fifth Asset, inc DBA DebtBook
1920 Abbott St. Ste 303
Charlotte, NC 28203

Re: **RFQ # 121220, Debt Management Software**

Dear Mr. Hutchins:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 121220 for Debt Management Software. This letter hereby notifies you of Metro's intent to award to Fifth Asset, inc DBA DebtBook, 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 Sandra Walker by email at sandra.walker@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 # 121220-Debt Management Software

Offeror	Fifth Asset, inc DBA DebtBook
Cost Criteria (35 Points)	35.00
Product Information (25 Points)	25.00
Methodology and Approach (25 Points)	23.00
Qualifications and Experience (15 Points)	15.00
Total Evaluation Scores	98.00

Evaluation Comments

Fifth Asset, inc DBA DebtBook

Strengths- Good overall Product Information, Methodology and Approach and Qualifications and Experience. Detailed description on how their proposed solution meets the requirements outlined within the solicitation. Detailed description on how their proposed system allows for applications to be configurable per the solicitation requirements. Described enhancement features for municipal leasing. Debt instruments exceeded Metro's expectations. Lease management solutions on additional services offered. Risk Management Plan Strategy was very detailed. Approach to training was very detailed. Projects of similar scope. Extensive team member experience.

Weakness - The audit trail is not system generated.

BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye/Trevor Hilton
Contract Specialist: Sandra Walker
8/17/2021

Department Name: Treasury
RFQ#: 121220

Project Name: Debt Management Software

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	Acknowledged SBE Requirement ?	SBE (%)	Comments
Fifth Asset, Inc., d/b/a DebtBook	\$ 32,500.00	\$ 975.00	Yes	3% Requirement	The prime is not an approved SBE and acknowledged the 3% SBE/SDV requirement over the life of the contract.



Statement of M/WBE Utilization

Proposer's/Firm's Name: Fifth Asset, Inc., d/b/a DebtBook
 Solicitation Title: Debt Management Software
 Solicitation #: 121220
 Proposer's/Firm's Ownership: **Non-M/WBE**
Proposed EBO Goal (%): 9 MBE% 0 WBE%

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

Certificate Type (MBE or WBE)		Phone/E-Mail	MBE/WBE Firm Address	Phone/E-Mail	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
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)
Tom Wiese Head of Sales Date **07/13/2021**

*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** YES
 For Internal Office Use ONLY If No, Good Faith Efforts Met?

BAO Representative: **Jeremy Frye/Trevor Hilton** Date: **08/17/20**

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

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

SUMMARY SHEET

THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL
(Due with Bid Submission if Applicable)

Project Name: Debt Management Software		Project Number: 121220	
Company Name: Fifth Asset, Inc.		Date Submitted: 08/16/2021	Total Contract Value: \$32,500
Address: 300 W. Summit Ave STE 110 Charlotte, NC 28203		Federal Tax ID# 83-4461545	
Contact Person: Tom Wiese	Email:	Phone #: (817) 307-1181	

GOOD FAITH EFFORTS SUMMARY SHEET

Number	Bidder Action(s)	BAO Only
1.	<p>Solicitation and written notice to available and certified MWBEs: Soliciting specific individual MWBEs whose availability as potential sources of goods or services can be reasonably ascertained. This measure includes sending letters or making other personal contacts with specific certified MWBEs including those that the Bidder has contracted with in the past as well as other MWBEs with which the Bidder may be unfamiliar, but whose identities can be ascertained from a directory of certified MWBEs maintained by the BAO.</p> <p>The written notices contain:</p> <ol style="list-style-type: none"> I. Enough information about the plans, specs, and terms & conditions of the solicitation; II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract; III. Information regarding the Bidder's bonding requirements; IV. The deadline for submission of price quotations. 	<p>Pass <input type="button" value="v"/></p>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone/Email	Type of Business	Type of Work/Service(s) Solicited	How Business was contacted (i.e. email, phone, letter, etc.?)	Response to Solicitation (i.e. will submit bid, no response, not interested)	Bid/Quote Amount	Company Selected (Write Yes or NO)
Oakland Consulting Grou	MBE	Project Man	Email &	Not Inter	N/A	NO
Carpenter Law, PLLC	MBE	Data Input	Email &	Not Inte	N/A	NO

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GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST			
Number	Bidder Action(s)	BAO Only	
2.	Meetings: Attended or held informational meetings to update potential subcontractors or vendors of subcontracting or supply opportunities.	Pass <input type="checkbox"/>	

List all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Description of Meeting Notices for M/W/SDVEs	Date M/W/SDVE Attended, if applicable
Fifth Asset, Inc. / 300 W. Summit Ave STE 110 Charlotte, NC 28203 / Tom Wiese / (817) 307-1181 / tom.wiese@debtbook.com	Pre-Bid Meeting	06/25/2021
Debt Management Software	121220	

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3.	Unbundling. Divided the contract, in accordance with normal industry practice, into small, economically feasible segments that could be performed by MWBEs. Under no circumstances, however, shall a bidder segment work solely for the purpose of utilizing MWBEs as subcontractors where such segmentation is not in accordance with common and accepted industry practices relating to the utilization of other firms as subcontractors.	Pass <input type="button" value="v"/>

What Scope of Project Was Divided?

1. Project management for implementation	2. Ongoing support & training
3. Integration of DebtBook data with City system	4. Other consulting services
5. Data input for ongoing disclosure requirement	6.

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4.	Rejection: Provided a written explanation for rejection of any potential subcontractor or vendor to the Bidder, including the name of the firm awarded the subcontract or supply agreement.	Pass <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

M/WBE Firm Name/Address/Contact Person/Phone Number/Email	Description of Proposed Work	Reason for Rejection
Oakland Consulting Group	Project management & IT consul	Preferred to partner as a reseller
UPD Consulting	Project management & IT consul	No response
Carpenter Law, PLLC	Data input relating to disclosure	Under contract already with City

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5.	Non-discrimination: Providing a non-discriminatory work site. Maintaining a work environment free of harassment, intimidation and coercion at all construction sites, offices and other facilities at which the Bidder's employees are assigned to work. The Bidder shall specifically ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the Bidder's obligation to maintain a non-discriminatory work environment.	Fail <input type="checkbox"/>

For each training, list the type of training and date.

Type of Training	Date of Training
Diversity & Inclusion Training by EasyLlama. All e	09/01/2021

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6.	Community and Other Organizational Services Support: Advertising in trade publications of general circulation in the Program Area. The advertisement shall identify and describe the specific subcontracting or other opportunity in reasonable detail.	N/A <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Publication Name	Date of Publication	Please provide copy.

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7.	Assistance: Bonding/Lines of Credit/Insurance: Providing reasonable assistance to a MWBE in need of equipment, supplies, bonding, letters of credit and/or insurance.	N/A <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance

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8.	Database Utilization Accessed all reasonable and available means to include, but not limited to the following examples: https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx or https://nashville.diversitycompliance.com/	Pass <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Database Accessed	Date of Access	Results
City of Nashville EBO Reporting System	08/17/20	Contacted UPD Consulting
BNA Business Diversity Management System	07/07/21	Contacted Carpenter Law, PLLC
Governor's Office of Diversity Business	07/07/21	Contacted Oakland Consulting Group, Inc.
NMSDC Directory	07/06/21	N/A

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9.	Mentor Protégé' Relationship/Technical Assistance: Providing reasonable technical assistance to a MWBEs to ameliorate any deficiencies of technical knowledge or advance skill, where such assistance is undertaken by the Bidder to facilitate the MWBE's successful participation on a project or contract.	N/A <input type="checkbox"/>

For each MBE/WBE firm assisted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name	Type of Assistance	If Mentor Protégé' Agreement Reached, Please Provide Copy.

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature: Tom Wiese Print Name: Tom Wiese Title: Head of Sales



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

7/29/2021 | 6:14 AM CDT

Joe DeMarco
EMPHASYS SOFTWARE
9675 NW 117th Ave., STE 305
Medley, FL 33178

Jdemarco@emphasys-software.com- SENT VIA EMAIL

RFQ 121220-Debt Management Software

Dear Mr. DeMarco:

The Metropolitan Government of Nashville and Davidson County has completed its evaluation of submitted responses to the above solicitation and unfortunately, has determined that your submission was not minimally responsive to the requirements of the solicitation.

Specifically, the submitted proposal was non-responsive due to a failure to provide required documents for the Equal Business Opportunity program as listed within the solicitation.

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

Kind Regards,

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Chief Procurement/Purchasing Agent
Metropolitan Government of Nashville & Davidson County

cc: Solicitation Files

Enter Solicitation Title & Number Below			
RFQ 121220-Debt Management Software		Incentive Calculator	MACP
Offeror's Name	Bids	Cost Evaluation (25 Pt Max)	Total Cost Points (25 Pt)
Fifth Asset, inc DBA DebtBook	32,500.00	35.00	35.00