



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

11/15/2021 | 9:34 AM CST

Tom Lee  
Frost Brown Todd LLC  
150 3<sup>rd</sup> Ave South  
Nashville, TN, 37201

Re: **RFQ # 149212, Government Relations Services**

Dear Mr. Lee:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 149212 for Government Relations Services. This letter hereby notifies you of Metro's intent to award to Frost Brown Todd 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 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](mailto: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 Scott Ferguson by email at [scott.ferguson@nashville.gov](mailto:scott.ferguson@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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

RFQ# 149212 - Government Relations Services			
Evaluation Criteria	Frost Brown Todd LLC	Morrison Capitol Strategies	Schmidt Government Solutions LLC
<b>Round 1</b>			
Agree to Comply with Metro IT Environment	Yes	Yes	Yes
Solicitation Acceptance	Yes	Yes	Yes
Contract Acceptance	Yes	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes	Yes
Methodology and Approach (20 Points)	16	15	13
Qualifications and Experience (20 Points)	19	17	13
Live Interview (30 Points)	26	22	25
Diversity Practices (5 Points)	3.5	4.0	3.0
Cost Criteria (25 Points)	25.00	25.00	21.90
<b>Totals</b>	<b>89.50</b>	<b>83.00</b>	<b>75.90</b>

#### Strengths & Weaknesses

##### **Frost Brown Todd LLC**

**Strengths:** The firm described their approach to managing this project including the identification of clearly defined project management process, tasks and deliverables. The firm demonstrated in detail efficient use of manpower, material resources, equipment, and technology necessary for completing the project efficiently within the constraints outlined in the scope. The firm demonstrated in detail the team's (prime and sub level) knowledge and project experience in the provision of services related to the project. Firm provided experience on a minimum of three (3) projects of similar scope.

**Weaknesses:** Firm did not demonstrate in detail how the requirements and provisions of the scope of this project will be implemented. The firm's Diversity Practices were below expectations.

##### **Morrison Capitol Strategies**

**Strengths:** Firm demonstrated in detail knowledge of the project objectives/goals and existing conditions/assumptions, identify potential issues/challenges, their approach to minimizing any disruptions to performance, and presented a comprehensive plan for completing the specified work in accordance with the scope. Firm adequately described the project management methodology that will be utilized. Firm adequately described their experience building coalitions for successful outcomes. The firm's Diversity Practices met expectations.

**Weaknesses:** Firm did not demonstrate in detail how the requirements and provisions of the scope of this project will be implemented. Firm did not adequately describe their approach to managing this project including the identification of clearly defined project management process, tasks and deliverables. Firm did not demonstrate in detail efficient use of manpower necessary for completing the project efficiently within the constraints outlined in the scope. Firm did not demonstrate in detail the team's (prime and sub level) capacity to perform work.

##### **Schmidt Government Solutions LLC**

**Strengths:** Firm adequately described their relationships with legislative leadership. Firm adequately described how they would achieve Metro's legislative goals.

**Weaknesses:** Firm did not demonstrate in detail how the requirements and provisions of the scope of this project will be implemented. Firm did not demonstrate efficient use of technology necessary for completing the project efficiently within the constraints outlined in the scope. Firm did not demonstrate, in detail, an overview of their firm's years performing the scope of service. Firm did not demonstrate in detail the team's (prime and sub level) capacity to perform work. Firm did not provide detail experience on a minimum of three (3) projects of similar scope (city experience) Firm did not provide complete resumes of "key" individuals that will perform work on the project. Firm's proposal lacked details overall. The firm's Diversity Practices were significantly below expectations.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Government Relations Services.; RFQ# 149212			25	0	25
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Frost Brown Todd LLC	\$504,484.82	\$0.00	25.00	0.00	25.00
Morrison Capitol Strategies	\$504,484.82	\$0.00	25.00	0.00	25.00
Schmidt Government Solutions LLC	\$576,000.00	\$0.00	21.90	0.00	21.90