



Notice of Intent to Award

Solicitation Number	194235	Award Date	2/18/2022 9:28 PM CST
Solicitation Title	Aviation and Hull Liability Insurance		
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.Drumwright2@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	USI Insurance Services, LLC	Company Contact	Steffanie Rasmussen		
Street Address	100 Summit Lake Drive Suite 400				
City	Valhalla	State	NY	Zipcode	10595

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.

SW Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Purchasing Agent & Chief Procurement Officer

RFQ 194235 Aviation and Hull Liability Insurance Evaluation Team/Review Board Score Sheet

Offeror	USI Insurance Services, LLC
Contract Acceptance	Yes
Experience and Qualification (20 Points)	11.00
Project Approach (20 Points)	10.00
Cost (60 Points)	60.00
Total Evaluation Scores	81.00

Evaluation Comments

USI Insurance Services, LLC
Strengths
<p>Provided supporting information outlining ability to provide services. Provided detailed information detailing offeror's experience and qualifications. Detailed information on the key individuals and capacity to provide the referenced services to Metro. Provided good information on offeror's ability to facilitate losses. Provided detailed information on leadership and collaboration team. Dedicated Team in place to assist in the claims process and tend to Metro's. Provided good client service and communications strategy.</p>
Weaknesses
<p>Did not provide description of services or time period of previous projects. Did not include a copy of offeror's business license. Did not provide sample policies or forms. Vague information on offer's ability to facilitate loss controls. Did not provide resumes of Key individuals. Lack of information on previous project references. Did not provide dollar value of previous projects.</p>

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 194235 Aviation and Hull Liability Insurance			60	0	60
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount Proposed	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
USI Insurance Services, LLC	\$50,828.62	0.00	60.00	0.00	60.00

* The BAO Assignment for this award included no SBE/SDV Cost Incentive.