



**Notice of Intent to Award**

Solicitation Number	357263	Award Date	10/18/2023   3:28 PM CDT
Solicitation Title	Cost Accounting Services		
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.Drumwright2@nashville.gov
BAO Rep	Angie Martin	BAO Email	Angie.Martin@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	Maximus US Services	Company Contact	Anastasia Navarro	
Street Address	1600 Tysons Blvd. Suite 1400			
City	McLean	State	VA	Zipcode 22102

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.

*ML*  
 \_\_\_\_\_ Supervisor (Initial)  
*Michelle A. Hernandez Lane*  
 \_\_\_\_\_  
 Michelle A. Hernandez Lane  
 Purchasing Agent & Chief Procurement Officer

RFQ 357263 Cost Accounting Services Evaluation Team/Review Board Score Sheet			
Offeror	Cherry Bekaert Advisory LLC	Maximus US Services	MGT of America Consulting, LLC
Contract Acceptance	Yes	Yes	Yes
Referenced Projects (20 Points)	13.00	20.00	17.00
Qualifications and Experience (25 Points)	15.00	25.00	23.00
Business Plan (10 Points)	10.00	10.00	8.00
Small and Minority Business Participation and Inclusion/ Diversity Practices (15 Points)	6.00	8.00	5.00
Cost (40 Points)	29.51	22.27	30.00
<b>Total Evaluation Scores</b>	<b>73.51</b>	<b>85.27</b>	<b>83.00</b>

**Evaluation Comments**

Cherry Bekaert Advisory LLC	
<b>Strengths</b>	<p>Provided detailed information for referenced projects. Provided detailed information and experience on Metro Projects over the past (5) five years. Clearly defined Firm's financial capacity to perform work. Provided detailed information on firm's related project experience. Provided Certified Public Accountant license(s). Clearly defined project team's organizational structure and responsibilities of all key team members. Organizational Chart demonstrated relevant experience. Included resumes of key individuals. Detailed team members' past performances on past projects. Provided detailed information on subcontractors'/sub-consultants' qualifications to produce the required outcomes. Provided a detailed business plan covering the firm's ability, roles of each member of the proposed team, proposed service quality program, and approach to work. Provided detailed information on how the requirements and provisions of the scope of work will be implemented. Described in detail the project management methodology that will be utilized. Described in detail firm's approach to managing the referenced project. Project Management Plan clearly defined project management process, tasks and deliverables. Proposed project management approach provided insight into the proposer's capability to manage the project, respond to day-to-day problems, manage issues, provide regular status reports, coordinate staff, manage project resources, project documentation, and configuration controls. Detailed process controls to be put in place to ensure the scope of services are performed in a timely and accurate manner. Identified risks, challenges, and concerns the firm may have in performing the scope of work and explain your firm's approach in mitigating those concerns.</p>
<b>Weaknesses</b>	<p>Two of three referenced projects not of a similar size, scope, and complexity of Metro. Project dates for referenced projects do not align with information included in Qualifications and Experience. Involved in past litigations where the firm was a defendant. Lack of clarity pertaining to firm's involvement in litigation where the firm was a defendant. Failed to provide details pertaining to proposed cost allocation software. Lack of manpower capacity dedicated to meet Metro's needs. Limited cost allocation experience (services provided only within two jurisdictions).</p>

Maximus US Services	
<b>Strengths</b>	<p>All referenced projects of a similar size, scope, and complexity as Metro. Provided all requested information for referenced projects. Provided detailed information and experience on Metro Projects over the past (5) five years. Clearly defined Firm's financial and manpower capacity to perform work. Clearly defined Firm's experience and licensing agreement of Cost Allocation Software. Provided clarity on firm's current outstanding litigation(s) related to cost services. Provided detailed information on firm's related project experience. Provided Certified Public Accountant license(s). Clearly defined project team's organizational structure and responsibilities of all key team. Organizational Chart demonstrated extensive relevant experience. Included resumes of key individuals. Detailed team members' past performances on projects of a similar size, scope, and complexity. Provided detailed information on subcontractors'/sub-consultants' qualifications to produce the required outcomes. Provided a detailed business plan covering the firm's ability, roles of each member of the proposed team, proposed service quality program, and approach to work. Provided detailed information on how the requirements and provisions of the scope of work will be implemented. Described in detail the project management methodology that will be utilized. Described in detail firm's approach to managing the referenced project. Project Management Plan clearly defined project management process, tasks and deliverables. Proposed project management approach provided insight into the proposer's capability to manage the project, respond to day-to-day problems, manage issues, provide regular status reports, coordinate staff, manage project resources, project documentation, and configuration controls. Detailed process controls to be put in place to ensure the scope of services are performed in a timely and accurate manner. Identified risks, challenges, and concerns the firm may have in performing the scope of work and approach in mitigating those concerns.</p>
<b>Weaknesses</b>	

MGT of America Consulting, LLC	
<b>Strengths</b>	<p>All referenced projects of a similar size, scope, and complexity. Provided detailed information and experience on Metro Projects over the past (5) five years. Clearly defined Firm's financial and manpower capacity to perform work. Clearly defined Firm's experience and licensing agreement of Cost Allocation Software. Provided clarity on firm's current outstanding litigation(s) related to cost services. Provided detailed information on firm's related project experience. Provided Certified Public Accountant license(s). Clearly defined project team's organizational structure and responsibilities of all key team members. Organizational Chart demonstrated relevant experience. Included resumes of key individuals. Detailed team members' past performances on projects of a similar size, scope, and complexity. Provided a detailed business plan covering the firm's ability, roles of each member of the proposed team, proposed service quality program, and approach to work. Provided detailed information on how the requirements and provisions of the scope of work will be implemented. Described in detail the project management methodology that will be utilized. Described in detail firm's approach to managing the referenced project. Project Management Plan clearly defined project management process, tasks and deliverables. Proposed project management approach provided insight into the proposer's capability to manage the project, respond to day-to-day problems, manage issues, provide regular status reports, coordinate staff, manage project resources, project documentation, and configuration controls. Detailed process controls to be put in place to ensure the scope of services are performed in an accurate manner. Identified risks, challenges, and concerns the firm may have in performing the scope of work and approach to mitigating those concerns.</p>
<b>Weaknesses</b>	<p>Failed to include the dates and timelines for completing the services for their referenced projects. Failed to include the cost for their referenced projects. Proposed subcontractor(s) lacked experience providing cost allocation services. Did not include project timeline for Business Plan.</p>

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 357263 Cost Accounting Services			24	6	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
MGT of America Consulting, LLC	\$167,768.69	\$6,710.75	24.00	6.00	30.00
Cherry Bekaert Advisory LLC	\$171,294.57	\$6,851.78	23.51	6.00	29.51
Maximus US Services	\$247,500.00	\$9,900.00	16.27	6.00	22.27

metropolitan government of nashville & davidson county



# Vendor Evaluation

for diversity, equity, and inclusion practices

Solicitation Number: 357263

Questions?

Project Title: Cost Accounting Services

Email [BAO@Nashville.gov](mailto:BAO@Nashville.gov)

Date: 10/3/2023

submit completed evaluation form to [BAO@Nashville.gov](mailto:BAO@Nashville.gov).

## Vendor Details

Vendor:

Cherry Bekaert

Contact Person:

Aurpon Bhattacharya

Email:

aurpon.bhattacharya@cbh.com

Phone:

703-581-2492

Address:

222 2nd Ave S Ste 1240, Nashville, TN 37201

Other:

# Programatic Review

Do you have a specific program to promote the use of black and brown owned, women-owned, LGBT-owned, service-disabled veteran-owned, or small businesses?

YES

NO

If NO, proceed to page 3. If yes, upload documentation in the form of a policy manual or similar document.

Do you have measurable goals for the utilization of these types of businesses on non-government projects?

YES

NO

If YES, please provide both the goal and actual achievement for your most recently completed fiscal year -->

Firm Type	Goal	Actual
Minority Owned		
Woman Owned		
LGBT Owned		
Service Disabled Veteran Owned		
Small Business		

Do you have an employee dedicated, in whole or in part, to the administration of this program?

YES

NO

If YES, please provide -->

Program	Staff
Name	
% of time spent on program	
Email/Phone	

# Mentorship

Do you participate in any government - sponsored mentorship programs assisting black and brown owned, women owned, LGBT owned, service disabled veteran owned, or small businesses?

YES  NO

If YES, please list them:

Government Sponsor	Business Mentored

Do you provide industry specific training to black and brown owned, women owned, LGBT owned, service disabled veteran owned, or small businesses?

YES  NO

If YES, please complete:

Number Trained	Hours Provided

Briefly, is there anything else about your diversity, equity, and inclusion practices that we should know?

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BELOW TO BE COMPLETED BY METRO STAFF

Total Score:

6

Initial:

AM

QUESTION	Score	Comment
1	1	
2	0	Overall plan for Diversity, Equity and Inclusion Practices lacked detail. Weak Programmatic Review.
3	3	
4	1	
5	1	

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Date: 10/3/2023

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## Vendor Details

Vendor:  Contact Person:

Email:  Phone:

Address:

Other:

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If YES, please complete:

Number Trained	Hours Provided

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BELOW TO BE COMPLETED BY METRO STAFF

Total Score:

8

Initial:

AM

QUESTION	Score	Comment
1	3	Overall plan for Diversity, Equity and Inclusion Practices lacked detail. Strong programmatic review. Mentorship lacked detail.
2	2	
3	3	
4	0	
5	0	

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for diversity, equity, and inclusion practices

Solicitation Number: 357263

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Date: 10/3/2023

submit completed evaluation form to [BAO@Nashville.gov](mailto:BAO@Nashville.gov).

## Vendor Details

Vendor: MGT of America Consulting, LLC

Contact Person: Allen Malony

Email: rcvrfp@mgtconsulting.com

Phone: 888-302-0899

Address: 4320 W Kennedy Blvd Suite 200, Tampa, FL 33609

Other:

# Programatic Review

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LGBT Owned		
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Small Business		

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NO

If YES, please provide -->

Program	Staff
Name	
% of time spent on program	
Email/Phone	

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If YES, please complete:

Number Trained	Hours Provided

Briefly, is there anything else about your diversity, equity, and inclusion practices that we should know?

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BELOW TO BE COMPLETED BY METRO STAFF

Total Score:

5

Initial:

AM

QUESTION	Score	Comment
1	0	
2	1	Overall plan for Diversity, Equity and Inclusion Practices lacked detail. Weak Programmatic Review.
3	0	
4	3	
5	1	

## BAO Small Business Assessment Sheet

BAO Specialist: Angie Martin
Contract Specialist: Daniel Drumwright
Date: 10/16/23

Department Name: Finance/ Metro Wide
RFP/ITB Number: 357263

**Project Name: Cost Accounting Services**

Primary Contractor*	Prime Bid Amount	Total Proposed SBE/SDV (\$)	Acknowledged SBE/SDV Requirement	SBE/SDV Requirement (%)	Comments
Maximus US Services	\$ 247,500	TBD	Yes	4%	The prime <b>IS NOT</b> a metro Approved SBE. Acknowledged 4% SBE/SDV requirement over life of the project and consequences of misrepresentation.

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## Statement of M/WBE Utilization

Proposer's/Firm's Name: <b>Maximus US Services, Inc.</b>	Proposer's Phone #: <b>850-386-1101</b>
Solicitation Title: <b>Cost Accounting Services</b>	Proposer's Email Address: <b>Keithfrazier@maximus.com</b>
Solicitation #: <b>357263</b>	Amount Self-performed : <b>75%</b>
Proposer's/Firm's Ownership: <b>Non-M/WBE</b>	Total Bid Amount: <b>247,500</b>
<b>Proposed EBO Goal (%)</b> : 15% MBE% 0 WBE%	EBO Goal Met? (Y/N) <b>YES</b>

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

				Certificate						
				Type	* MBE/WBE	Code #			MBE/WBE	Percent
		MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	(MBE or WBE)	Group Type *	UNSPS/NAICS	Description of Work	Dollars (\$)	of Total Contract
1		<b>KBMD &amp; Associates</b>	<b>315 10th Ave. Suite 118</b>	<b>615.346.4016</b>	<b>MBE</b>	<b>1</b>		<b>Accounting Services</b>	<b>61,875</b>	<b>25%</b>
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) <b>Jaida Williams - Contract Specialist</b>	Date <b>09/14/2023</b>
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\*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.

<b>Has Prime Complied with EBO Goal?</b> <b>YES</b>	<b>For Internal Office Use ONLY</b>	<b>If No, Good Faith Efforts Met?</b> <b>BAO Only</b>
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**BAO Representative:** Angie Martin      **Metro Buyer:** Daniel Drumwright      **Project Manager:** Herbert Majors      **Date:** 10/16/23

<b>Total MBE Subcontracting</b>	25 _____ %	\$ 61875 _____
<b>Total WBE Subcontracting</b>	0 _____ %	\$ 0 _____
<b>Total MBE/WBE Participation:</b>	25 _____ %	\$ 61875 _____

**BAO Notes:**