



**Notice of Intent to Award**

Solicitation Number	365339	Award Date	5/9/2024   6:46 AM CDT	
Solicitation Title	E-Books and E-Audiobooks for NPL			
Buyer Name	Von L Bell	Buyer Email	von.bell@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	Midwest Tape, LLC (Pay-per-use)	Company Contact	Janet Timm		
Street Address	1417 Timberwolf Drive				
City	Holland	State	Ohio	Zipcode	43528

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.

     Supervisor (Initial)

Dennis Rowland  
 Dennis Rowland  
 Purchasing Agent & Chief Procurement Officer

RFQ# 365339			
Evaluation Team/Review Board Score Sheet			
Evaluation Criteria/Offorer	Bibliotheca, LLC	Midwest Tape, LLC	
Methodology, Approach, and Capacity to Perform (25 points)	20.00	25.00	
Qualifications and Experience (10 points)	10.00	10.00	
Cost (15 Points)	14.17	15.00	
<b>Total Proposal (Evaluation Scores)</b>	<b>44.17</b>	<b>50.00</b>	
<b>Demonstration Comments (50 Points)</b>	Demonstration failed to perform all items listed on the minimum requirements form to support suppliers round one submission and responses to provide technical aspects of good/services in solicitation. The demo had significant weaknesses; did not have the capability to adequately support library services with limited website features and/or functions. Demo failed to have sufficient level of detail in pay-per use reports; did not allow NPL ability to remove content that is already included in current NPL library materials; lacked ability to provide usage statistics by library card identification numbers as requested; customer (NPL) would be required to use their own analysis; not provided	Demonstration included an excellent visual and interactive presentation that aligned with minimum requirement form submission in round one. Demo confirmed supplier website technical capability to provide goods and services. Demo highlights include examples on title search, access to streaming and downloading capabilities, generation of multi-level expenditure reports, usage statistics, methods of integration, methods of authentication. Allows library to remove content.	
Demo Scores (Round 2)	28.00	50.00	
<b>Total Scores Rounds 1, 2, &amp; 3</b>	72.17	100.00	
<b>Evaluation Comments</b>			
<b>Bibliotheca, LLC</b>			
<b>Strengths</b>			
Offer fails to meet standards and demonstrates suboptimal understanding of solicitation goals & objectives. Award justification notes less strengths than weaknesses; The proposal provided qualification and experience that met the required years of experience.			
<b>Weaknesses</b>			
weaknesses are difficult to correct. Offeror submission of methodology, approach, and capacity on provision of goods and services, and lacked substantive responses for clarification in the overall organizational process. Management plan did not include order, invoice, and accounts receivable process information for as requested for proper evaluation. These sections only included contact information for individuals and no explanation of processes.			
<b>Midwest Tape, LLC</b>			
<b>Strengths</b>			
Offer greatly exceeds standards and demonstrates superior understanding of solicitation goals & objectives. Award justification notes several major strengths; The proposal had excellent qualifications and experience that included full details and references on the organizations services for current projects of similar, size, and complexity. Offeror's methodology, approach, and capacity to perform included descriptive explanation of e-book and e-audiobook collection and inventory. Management plan and collection department service sections included detailed responses for orders, cataloging, invoicing, various customer support communication service methods and protection and privacy of personal identifiable information.			
<b>Weaknesses</b>			
very few minor, correctable weaknesses. Proposal's accounts receivable explanation was not as detailed as other sections of evaluation criteria, could have been expanded.			

Enter Solicitation Title & Number Below			
<b>E-Books and E-Audiobooks for NPL RFQ 365339</b>		<b>Lowest Bid</b>	
		<b>\$142,150.00</b>	<b>15</b>
Offeror's Name	Bids	Evaluation Amount	RFP Cost Points
Midwest Tape, LLC	\$142,150.00		<b>15.00</b>
Bibliotheca, LLC	\$150,510.00		<b>14.17</b>
No EBO goals or SBE/SDV			

**Certificate Of Completion**

Envelope Id: C54C0CF7D07D49E29C59D546B6AED0A6	Status: Completed
Subject: Intent to Award - RFQ # 361278 for E-Videos and E-Magazines Digital Media Services for NPL	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Von Bell
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	von.bell@nashville.gov
	IP Address: 170.190.198.185

**Record Tracking**


Status: Original	Holder: Von Bell	Location: DocuSign
5/7/2024 5:02:44 PM	von.bell@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Gary Clay		Sent: 5/7/2024 5:04:33 PM
Gary.Clay@nashville.gov		Viewed: 5/8/2024 9:06:10 AM
Asst. Purchasing Agent		Signed: 5/8/2024 9:07:06 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Dennis Rowland		Sent: 5/8/2024 9:07:06 AM
Dennis.Rowland@nashville.gov		Viewed: 5/9/2024 6:47:00 AM
Purchasing Agent & Chief Procurement Officer		Signed: 5/9/2024 6:47:18 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	5/7/2024 5:04:33 PM
Certified Delivered	Security Checked	5/9/2024 6:47:00 AM
Signing Complete	Security Checked	5/9/2024 6:47:18 AM
Completed	Security Checked	5/9/2024 6:47:18 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------