

Dear [Potential Supplier],

Dispatching Services

We are thrilled to invite you to participate in an exciting negotiation process for Metropolitan Nashville Public Schools' (MNPS) for the provision of essential dispatching services.

At Metropolitan Nashville Public Schools (MNPS), we are dedicated to enhancing our safety and security operations across all our facilities and affiliated charter schools. We believe that your expertise and experience can play a vital role in achieving this goal.

Negotiation Details:

- **Negotiation Title:** Dispatching Services
- **Negotiation Number:** MNPS000057
- **Outcome:** Contract Purchase Agreement
- **Close Date:** 7/7/2026, 2:00 PM CDT
- **Award Date:** TBD

We encourage you to carefully review the negotiation details and consider the significant impact your solutions can have on our district-wide safety initiatives.

If you have any questions or require further information, please do not hesitate to contact me at christopher.mundy [at] mnps.org.

Best regards,

Submit your response to the following contact.

Company **Metropolitan Government of Nashville and Davidson County**
 Buyer **William Christopher Mundy**
 Location **2601 Bransford Ave**
 Rm A115
 Nashville, TN 37204
 Davidson
 United States

 Phone
 Fax
 E-mail **Christopher.Mundy@mnps.org**

When submitting your response, include the following information.

Your Company Name	
Company Site (<i>Optional</i>)	
Address	
Contact Details	
Response Valid Until (<i>Optional</i>)	

This document has important legal consequences. The information contained in this document is proprietary of Metropolitan Government of Nashville and Davidson County. It shall not be used, reproduced, or disclosed to others without the express and written consent of Metropolitan Government of Nashville and Davidson County.

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1 Overview

1.1 General Information

Title	Dispatching Services		
Synopsis	Metropolitan Nashville Public Schools (MNPS) is soliciting proposals for a qualified and experienced Contractor for provision, enhancement, implementation, and ongoing support of a centralized Computer-Aided Dispatch (CAD) and incident management system to support district-wide safety and security operations, including real-time incident tracking, emergency response coordination, alarm monitoring, dispatch operations, and comprehensive reporting and analytics for all MNPS facilities and affiliated charter schools.		
Buyer	William Christopher Mundy	Outcome	Contract Purchase Agreement
E-Mail	Christopher.Mundy@mnps.org		

1.2 Schedule

Preview Date		Open Date	6/16/2026 3:39 PM
Close Date	7/7/2026 2:00 PM	Award Date	
Time Zone	Central Standard Time		

1.3 Negotiation Controls

Response Visibility **Sealed**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.5 Terms

Agreement Start Date	Agreement End Date
Agreement Amount (USD)	
Payment Terms	Freight Terms SUPPLIER PREPAID
Shipping Method	FOB DELIVERY
Negotiation Currency USD (US Dollar)	
	Price Precision 2

1.6 Attachments

File Name or URL	Type	Description
Exhibit A - Cost Spreadsheet	File	
Master Contract Terms	File	

2 Requirements

**Response is required*

2.1 Section 1. Goods and Services RFP

1.

Request for Proposal

Pursuant to Metropolitan Nashville Public Schools ("MNPS") Policies and Procedures 2.806.1p, this solicitation document serves as the written determination of the Director of Procurement that the use of competitive sealed bidding is not practical and it is in the best interests of MNPS to use the Request for Proposal approach.

The proposal selection method permits (but does not require) discussions with the offerors of a proposal to clarify and understand the offer. Modifications in proposal content, comparative judgmental evaluations of the proposal, corrections, and scope adjustments, may occur at the request of the Director of Procurement or their designee.

The Director of Procurement (or designee) has appointed an Evaluation Committee to evaluate offers and reach a consensus score. The committee may include subject matter experts, requesting department end users, project managers, and consultants.

Procurement staff (a non-voting member) facilitates the committee's discussions, scoring process, and award recommendation. The Procurement Staff is the only acceptable point of contact during the solicitation and contract award process unless otherwise stated.

There may be one or more amendments to this solicitation. Solicitation amendments are included as updates to the original solicitation. It is the Offeror's responsibility to remain informed on all solicitation amendments and submit the solicitation response incorporating all amendments.

Offers to MNPS online solicitations are required to be submitted within the iSupplier online environment unless otherwise stated. Hard copy offers **will not** be considered except as required by law.

Any response to this solicitation is a **formal waiver of any claims of confidentiality** regardless of what may be stated, printed, or implied in the submission and/or attachments submitted. All information becomes **Public Record** after an award is made.

The only official position of MNPS is found within this solicitation document including answers provided in response to questions raised. The online discussion tool within iSupplier is the appropriate tool for all questions or communications concerning this solicitation.

MNPS reserves the right to issue additional rounds, to all potential Offerors and/or shortlisted Offerors, as it deems necessary for the purposes of evaluation. Additional rounds may include, but not be limited to, Offeror interviews.

2. **Solicitation Objective**

- Multi-year product and/or service contract(s).

3.

Scope Summary

Metropolitan Nashville Public Schools (MNPS) is soliciting proposals for a qualified and experienced Contractor for provision, enhancement, implementation, and ongoing support of a centralized Computer-Aided Dispatch (CAD) and incident management system to support district-wide safety and security operations, including real-time incident tracking, emergency response coordination, alarm monitoring, dispatch operations, and comprehensive reporting and analytics for all MNPS facilities and affiliated charter schools.

4.

Background

The Board of Public Education provides leadership and policy direction to MNPS. MNPS is the 49th largest urban school district in the nation. The consolidated city-county district covers Nashville and Davidson County, an area of about 525 square miles.

MNPS serves students from more than 112 different countries, speaking more than 80 different languages. MNPS has evolved over the years into one of the most racially, ethnically, and socio-economically diverse school districts in the country. The district is comprised of 160 plus schools, including elementary schools, middle schools, high schools, alternative schools, special education schools, and charter schools.

The school district is led by a nine-member elected Board and its appointed Director of Schools. Funds for the system's operation are approved and provided by the Metropolitan Nashville City Council, as the Board has no taxing authority.

Further information on MNPS is available at its website: www.mnps.org.

5.

Scope Detail

Metropolitan Nashville Public Schools (MNPS) Safety and Security Department seeks to continue and enhance the use of its centralized Computer-Aided Dispatch (CAD) and incident management platform for MNPS-operated schools and affiliated charter schools located within MNPS facilities. Since its implementation in 2023, our system has proven to be a highly effective and reliable tool for centralized monitoring, coordination, and documentation of safety and security operations. The system supports real-time incident tracking and response for: Incident reporting and documentation, Emergency management and response coordination, Intrusion alarm monitoring, fire alarm monitoring, Daily safety and security dispatch operations. It should function as a core operational system supporting all phases of incident management, including prevention, mitigation, preparedness, response, and recovery. MNPS seeks to expand and refine its CAD system to meet evolving operational, analytical, and reporting needs. The system shall support all MNPS facilities and six (6) charter schools currently housed in MNPS buildings, as well as any additional schools or facilities added during the life of the contract. It must also have reliable system support and technology assistance.

Proposed solution/system shall:

- Connect to MNPS IT network/servers, Include 36GB RAM minimum, Data volume 500GB minimum, 8CPU cores, Desktop Windows 11 or higher, Resolution 1024x786, Windows firewall enabled
- Be implemented on the departments desktops and mobile laptops and have mobile capability
 - 20 desktops
 - 50 laptops
- Be implemented and beta tested while in the training process,
- Have specific training set up for each type of user. Users shall include but are not limited to:
 - Patrol Officers,
 - Shift Supervisors,
 - Field Supervisors,
 - Field Managers,
 - Operations Managers,
 - Office Clerks,
 - Dispatchers,
 - Department Heads
- Track the departments vehicles using the systems mapping, GPS, and AVL abilities,
- Continue the running of the present system as a source of reference until the new

system has a historical amount of information for statistical review.

Note: MNPS prefers site licenses but will consider other options.

Deliverables

- Computer Aided Dispatch
 - Security Unit Recommendation,
- - Security Response Plans,
 - Nearest GPS Unit Recommendations,
 - Both Command Line and Mouse available to dispatchers,
 - Windows and functions differentiated by color,
 - Screens configurable by user,
 - Easily identifiable icons,
 - Display Unit and Incident status displays,
 - Unit and Incident priority status by color,
 - One or multiple officer case number assignment
- Automatic display of Event type, quadrants, addresses, location history, officer safety information, and reporting party/caller information
- Records Management (to include but not limited to):
 - People Records,
- - Vehicle Records,
 - Evidence and Property Records,
 - Case Report Management,
 - Case Report Routing,
 - Case Report Approval and Review,
 - Case Report Kickbacks,
 - Use of Force Report,
 - Follow up log,
 - Case Report Investigation,
 - Collision Reports,
 - Known/Violent Offenders Records,
 - Sex Offenders,
 - Narcotic Offenders,
 - Gang Offenders,
 - Trespassers,
 - Arsonists,
 - User Defined Reports
- Mobile Unit
 - On/Off Duty Status report,
- - Receive assignments or calls for service from dispatch,

- Officer initiated calls for service,
- Enter field or Incident Notes,
- Change Unit status,
- Check location history for calls for service,
- Check names for calls for service involvement,
- Complete, Review, and Edit Case Reports,
- Match Current Event types and deposition codes
- Access forms, diagrams, and uploaded pictures in system,
- GPS navigation to sites preferably through Teletrac,
- Connectivity to tablet/cell phone (optional)
- Mapping, GPS, GIS
 - View Incident Information,
- - View Unit Status and Location,
 - Route recommendations,
 - ETA to incidents,
 - View Premises Information,
 - View Map Layer Information,
 - View on Dispatch and Mobile Units computer,
 - Connectivity to tablet/cell phone (optional)
- Evidence Management and tracking
 - Evidence entry through Case Report,
- - Evidence Inventory,
 - Storage location,
 - Print Property labels:
 - Agency name,
 - Report/Case Number,
 - Property Item Number,
 - Property Description,
 - Type of Property (Found, Evidence, Safe Keeping, etc...)
- Equipment Management
 - Database of all department equipment,
- - Equipment Issued or assignment,
 - Equipment return,
 - Periodic Inventory reports
 - Keep 5 years of Historical data post contract
- Training Management
 - Manage and track all officers and their training courses, certifications, dates, reporting requirements, and other details involved in running a training program,
 - Compiles course lists with detailed course information - keeping officers and

- staff current with existing training requirements at the agency, state, and federal level,
- Assigns staff to courses and tracks course costs and all travel/per diem expenses,
- Maintains a database of employee college/university degrees, list of all courses taken and certifications earned,
- Keeps track of officer re-certification dates and prepares a reminder log plus other logs for scheduled training and historical training, for all officers, a single officer, or a group of officers,
- Upload relevant documents into system and attach them to employee records,
- Export data to a spreadsheet or to HTML,
- Custom print lists of courses, training logs, schedules, etc.,
- Create ad hoc reports of departmental design,
- Track training sessions for a variety of reasons – career enhancement, job/position specialties, and educational opportunities,
- K9 Training/Management
 - Track training events,
- - Track Deployment Events,
 - Develop Training and Deployment reports,
 - Track physical fitness,
 - Vet visits and vaccination renewal,
- Information sharing
 - Automated alerts with incident information to user defined recipients,
- - Department Daily activity report.

6.

***iSupplier* Notifications**

As indicated in the Inquiries Section below, all questions that are specific to the solicitation shall be submitted via *iSupplier* Online Discussion on or before **June 30th at 2pm..** Questions will be answered formally via Amendment to the solicitation soon after the deadline for submitting questions.

You may contact Chris Mundy at christopher.mundy[at]mnps.org with questions regarding *iSupplier* or you may email Purchasing@MNPS.org. All Offerors are encouraged to sign in to the *iSupplier* system as soon as possible to view the solicitation and ensure all login information is correct.

iSupplier system well in advance of the deadline for submission of offers to avoid any last-minute

functionality issues. While MNPS makes every attempt to assist suppliers with entering their offers, there is not sufficient time to trouble shoot functionality issues within one hour of the deadline for submission of offers.

2.2 Section 2. Selection and Award Process

1.

Source Selection and Contract Award

- Award(s), if made, will be made to the Responsive Offer(s) and Responsible Offeror(s) whose proposal is most advantageous to MNPS, taking into consideration price and the other evaluation criteria set forth in this solicitation. MNPS will not use any other factors or criteria, other than those listed in in this sourcing document for the evaluation of proposals received.
- MNPS reserves the right to negotiate all contract terms and conditions with the most qualified firm(s) to provide the requested service. If a mutually beneficial agreement with the highest ranked firm is not reached, MNPS reserves the right to enter into contract negotiations with the next highest ranked firm or reissue the sourcing request.
- An award of contract does not guarantee any volume or dollar amount of purchase. Awarded vendor(s) will receive a valid Purchase Order issued by MNPS for any orders.
- MNPS reserves the right to extend the terms, conditions, and prices of contract(s) awarded from this solicitation to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this solicitation. Each of the piggyback institutions will issue their own procurement documents for the acquisition of the goods/ services; Offeror agrees that MNPS shall bear no responsibility or liability for any agreements between Offeror and the other Institution(s) who desire to exercise this option.

2.

General criteria to be determined a "Responsive Offer"

- Does the proposal include all required information, including completed Attachment forms and affidavit responses?
- Was the proposal successfully submitted prior to the solicitation close deadline?
- Does the Offeror take significant exceptions to the MNPS standard contract terms?

3.

General criteria to be determined a "Responsible Offeror"

- Does the Offeror demonstrate an understanding of MNPS's needs and proposed approach to the project?

- Does the Offeror possess the ability, capacity, skill, and financial resources to provide the service?
- Can the respondent take upon itself the responsibilities set forth in the solicitation (and resultant contract) and produce the required outcomes in a timely fashion?
- Does the Offeror have the character, integrity, reputation, judgment, experience, and efficiency required for the project?
- Does the Offeror propose to perform the work at a fair and reasonable price?

4.

Evaluation of Proposals Procedure

- MNPS will first examine proposals to reject those offers that are clearly non-responsive to the stated requirements. Offers that are determined to be non-responsive shall be notified.
- MNPS will also examine the offeror and if determined not to be responsible, they will be notified of this determination.
- An Evaluation Committee appointed by the MNPS Director of Procurement will evaluate the proposals. Outside agencies or consultants of MNPS may also be asked to participate on the Committee. The Committee will score all responsive offers and responsible offerors based upon the criteria detailed herein. Upon completion of the initial scoring, the Committee may either recommend award(s), or enter into a short-listing process with those offerors whose proposals are determined to be in the competitive range.
- The evaluation process that follows the initial scoring may include, but not be limited to, a series of requests to offerors for clarifications, additional discussions, presentations, amended proposals, contract negotiations, best and final offers, and/or detailed reference checks. This process may involve multiple short-listing rounds for the purpose of achieving contracts that are in the best interests of MNPS as determined by the Committee. Evaluation scores may be adjusted upward or downward during these steps. Subsequent scorings will be based on comparison of only the short listed proposers.
- The MNPS Director of Procurement reserves the right to withdraw this solicitation at any time for any reason and to issue such clarifications, modifications, and/or amendments as deemed appropriate.
- Receipt of a proposal by the MNPS Procurement Department, or a submission of a proposal to the MNPS Procurement Department, offers no rights upon the Offeror nor obligates MNPS in any manner.
- The Director of Procurement reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of MNPS. Any such waiver shall not modify any remaining solicitation requirements or excuse the Offeror from full compliance with the solicitation specifications and other contract requirements if the Offeror is awarded the Contract.

5. Protest Procedure

- Any actual or prospective Offeror who is aggrieved in connection with the sourcing event or award of a contract/PO by MNPS may protest to the MNPS Director of Procurement. The protest shall be submitted in writing within ten (10) days after a Notice of Intent to Award has been issued. Refer to MNPS Procedure 2.808.2p (Protest and Appeal) for more details.

[Link to MNPS Policies and Procedures](#)

2.3 Section 3. Standard Solicitation Requirements

1. Inquiries

All inquiries must be submitted by **June 30th at 2pm** sing the online discussions feature of the iSupplier system. Offerors must clearly understand that the only official answer or position of MNPS will be the one stated in writing by MNPS Procurement staff.

2. Pre-Offer Meeting

There is no pre-offer meeting for this solicitation.

3. Accurate Information

Failure to provide complete and accurate information in an offer to this solicitation may result in your offer being deemed non-responsive. MNPS may institute debarment proceedings against the Offeror and/or terminate any contract or purchase order that has been awarded based on inaccurate information.

Extraneous Information

Offers should be brief and concise. Information provided beyond the requirements described in this solicitation may be considered extraneous and as a result discarded.

Minor Irregularities

MNPS reserves the right to waive minor irregularities in offers, provided that such action is in the best interest of MNPS. Any such waiver shall not modify any remaining solicitation requirements or excuse the Offeror from full compliance with the solicitation specifications and other contract requirements if the Offeror is awarded a contract.

Ambiguity, Conflict, or Other Errors in the Solicitation

Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in this solicitation prior to submitting their offer, or it shall be waived. Claims of ambiguity after submission of the offer shall not serve as grounds for a protest.

If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, they shall immediately request modification or clarification using the online discussion feature of iSupplier. Required modifications or clarifications will be issued by solicitation

amendment.

Validity of Offers

All offers shall be valid for a period of one-hundred and twenty (120) days from the closing date of the solicitation unless another timeframe is agreed to by all parties. Submission of an offer does not afford rights to the Offeror nor obligate MNPS in any manner.

Offer and Presentation Costs

MNPS will not be liable for any costs incurred by an Offeror in the preparation of its response to a solicitation, nor for the presentation of its offer and/or participation in any clarifications, discussions, negotiations, or protests.

Rejection of Offers

MNPS reserves the right to accept or reject, in whole or in part, any offers submitted. The failure of an Offeror to promptly supply information in connection with, or with respect to, reasonable requests may be grounds for a determination of non-responsibility.

Americans with Disabilities Act

Contractor shall ensure MNPS that all services provided through this resulting contract shall be completed in full compliance with the 2010 Americans with Disabilities Act ("ADA") enacted by law on March 15, 2012 and adopted by MNPS. Contractor will ensure that participants at public meetings with disabilities will have communication access that is equally effective as that provided to people without disabilities. Information shall be made available in accessible formats, and auxiliary aids and services shall be provided upon the reasonable request of a qualified person with a disability.

Unauthorized Work

The successful Offeror shall not begin work until MNPS issues a Purchase Order. Any unauthorized work shall be deemed non-compensable and the Offeror will have no recourse against MNPS.

4. Insurance Requirements

Any Offeror receiving an award shall be required to provide a Certificate of Insurance ("COI") prior to execution of a contract. Offeror must submit evidence of the required insurance within fifteen (15) working days following notification of its offer being accepted; otherwise, MNPS may rescind its acceptance of the Offeror's proposal.

The "**Description**" section of the COI must read as follows: The Metropolitan Board of Public Education, its officials, officers, employees, and volunteers are named as additional insureds per the general liability additional insured endorsement.

The "**Certificate Holder**" section of the COI must read as follows: The Metropolitan Board of

Public Education, 2601 Bransford Avenue, Nashville, TN 37204.

The following insurance(s) shall be required with limits no less than the amounts listed for each occurrence:

- **General Liability Insurance** in the amount of one million (\$1,000,000.00) dollars. Commercial General Liability Insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to MNPS. There shall be no endorsement or modification to make insurance excess over other available insurance.
- **Automobile Liability Insurance** in the amount of one million (\$1,000,000.00) dollars (if Contractor will be coming on-site or making deliveries).
- **Professional Liability Insurance** in the amount of one million (\$1,000,000.00) dollars.
- **Worker's Compensation Insurance** (if applicable) CONTRACTOR shall maintain workers' compensation insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).
- **Technological E and O Coverage** in the amount of one million (\$1,000,000.00) dollars.
- **Sexual Abuse and Molestation Insurance** in the amount of one million (\$1,000,000) dollars.
- **Cyber/Privacy Insurance**
 - In the amount of one million (\$1,000,000) dollars if providing coverage for LESS than twenty-five (25) MNPS schools.
 - In the amount of two million (\$2,000,000) dollars if providing coverage for twenty-five (25) or more MNPS schools.

2.4 Section 4. Affidavits

*1. Contact Information

Company's Legal Name:

Company's Address:

*2. Offeror's Contact Person for Contract Administration

Name:

Address:

Phone Number:

Email Address:

***3. Offeror's Agent for Service (Contact for Legal Notifications)**

Company Name:

Name:

Address:

Phone Number:

Email Address:

***4. Digital Contract Signer Information**

MNPS requires the use of a Secure Digital Signature system to route and process digital contract signatures. If awarded a contract from this sourcing event, this information will be used when sending the finalized contract through the Secure Digital Signature system.

Contract Signer's Name:

Email Address of Signer:

***5. Certification of Independent Price Determination**

By submission of this proposal, the Offeror certifies and in case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this proposal have been arrived at independently, without consultation, communication, agreement for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement, or prior to award in the case of negotiated procurement, directly or indirectly to any other Offeror or to any competitor;
3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.

In accepting this proposal, the Offeror certifies that the Offeror's employees, officers, or agent have not taken any action which may have jeopardized the independence of the proposal referred to above.

Select one of the following:-

- ☐ a. Yes, I so affirm.
☐ b. No and are non-responsive.

***6. Debarment, Suspension, and Other Declarations**

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all Offerors submitting a proposal in response to this offer:

- **Suspension and Debarment:** The Offeror certifies, to the best of its knowledge and belief, that neither the Offeror nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government purchasing or non-purchasing programs, or are listed in the List of Parties Excluded from Federal Procurement and Non-Purchase Programs issued by the General Services Administration.
- Principals, for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

The Offeror shall provide immediate written notice to the Metro Nashville Public Schools Director of Procurement if, at any time prior to award, the Offeror learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to Metro Nashville Public Schools, the Metro Nashville Public Schools Director of Procurement may terminate the contract resulting from this sourcing event for

default.

Select one of the following:-

- ☐ a. I so Affirm, that we have not been suspended, debarred, proposed for debarment, or declared ineligible for contract award.
- ☐ b. We have been suspended, debarred, proposed for debarment, or declared ineligible for contract award and decline any resulting award.

- *7. **Compliance with Laws:** The Offeror certifies that the firm/entity/person entering into this agreement with MNPS is presently in compliance with, and will continue to maintain compliance with, all applicable laws.

Select one of the following:-

- ☐ a. Yes, I so affirm
- ☐ b. No and are non-responsive

- *8. **Taxes and Licensure:** Thus, Offeror certifies that all applicable licenses, including business licenses, can be provided upon request by MNPS and that the Offeror is current on its payment of all applicable gross receipt taxes and personal property taxes.

Select one of the following:-

- ☐ a. Yes, I so affirm
- ☐ b. No and are non-responsive

- *9. **Nondiscrimination:** Offeror, affirms that by its employment policy, standards and practices, it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age or sex, and are not in violation of, and will not violate, any applicable laws concerning the employment of individuals with disabilities. With regard to all aspects of this contract, Offeror certifies and warrants it will comply with this policy.

Select one of the following:-

- ☐ a. Yes, I so affirm
- ☐ b. No and are non-responsive

- *10. **Employment Requirement:** Offeror, declares that neither the prime, subcontractors, sub-consultants, nor providers of day laborers employ any person who is not a legal resident of the United States.

Note: If you are submitting as a foreign company, checking "Yes, I so affirm" certifies that no prime contractors, subcontractors, sub-consultants, nor providers of day laborers hired to work on a MNPS contract will be an illegal resident of the United States.

Select one of the following:-

- ☐ a. Yes, I so affirm
- ☐ b. No and are non-responsive

- *11. **Contingent Fees:** Offeror acknowledges that it is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure an MNPS contract upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Select one of the following:-

- ☐ a. Yes, I so affirm

☐ b. No and are non-responsive

***12. Condition of Submitting an Offer**

The undersigned Offeror has carefully examined all instructions, requirements, specifications, deliverables, terms and conditions of the Sourcing Document, and Contract, and certifies:

1. The submission of a response to the Sourcing Request is an official waiver of claims of confidentiality. All offers are public record.
2. It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms, and conditions of the Sourcing Request and possible resulting Contract.
3. It has the necessary experience, knowledge, abilities, skills, qualifications, licenses, and financial, staff, facilities, and equipment resources to satisfactorily perform the requirements, specifications, terms and conditions of the Sourcing Request and possible resulting Contract. Further, if awarded, Offeror agrees to perform the requirements, specifications, terms, and conditions of the Sourcing Request and possible resulting Contract.
4. All statements, information, and representations prepared and submitted in response to the Sourcing Request are current, complete, true, and accurate. Offeror acknowledges that Metro Nashville Public Schools (MNPS) will rely on such statements, information, and representations in selecting the successful Offeror(s).
5. That the prices presented shall be MNPS's pricing for the product and/or service.
6. It shall be bound by all statements, representations, warranties, and guarantees made in its Response to the Sourcing Request, the Sourcing Document, and possible resulting Contract.
7. Offeror acknowledges that the Contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by MNPS, in its sole discretion.
8. All Purchase Orders must be duly authorized and executed by MNPS and subject to the terms and condition of the Sourcing Document and any resulting Contract.
9. No work shall be invoiced if the work was not preceded by a duly authorized and executed MNPS Purchase Order (PO).

Select one of the following:-

- ☐ a. Yes, I so affirm
☐ b. No and are non-responsive

***13. Iran Divestment Act Affidavit**

By submission of this offer and in response to the solicitation, Offeror(s) and each person signing on behalf of Offeror(s) affirm, under penalty of perjury, that to the best of their knowledge and belief, neither the Offeror(s), nor proposed subcontractors, subconsultants, partners and any joint-ventures, are on the list created pursuant to the Tennessee Code Annotated § 12-12-106 (Iran Divestment Act).

Referenced website:

[Public Information Library](#)

Select one of the following:-

- ☐ a. Yes, I so affirm
☐ b. No, and are non-responsive

***14. Non-Boycott of Israel Certification**

Offeror certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

1. In compliance with, or adherence to, calls for a boycott of Israel; or
2. In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Select one of the following:-

- ☐ a. Yes, I so affirm
☐ b. No and are non-responsive

***15. And Further Affiant Sayeth Not:**

Name of Company Officer:

Title:

The provision of false information is a material breach.

If the principal officer cannot so attest, the offer will be determined non-responsive.

2.5 Section 5. Evaluation Criteria

***1.**

Proposals will be scored and ranked by the Evaluation Committee based on the criteria outlined below and an overall assessment of the "best value" to MNPS.

MNPS requests that all Offerors adhere to the following guidelines when submitting their proposals:

- Attach the proposal as a single PDF document, with the following evaluation criteria attached separately (if applicable):
 - Cost criterion attached as a separate Excel document
 - Exceptions to the MNPS Standard Contract Terms attached as a separate Word document with Track Changes showing proposed redlines
- Include a Title Page with the following information:
 - RFQ Number
 - RFQ Title
 - Proposer's Company Name
 - Proposer's Point of Contact (Name, Phone, and Email) for any clarifications to this solicitation
- Include a Table of Contents that lists the evaluation criteria sections in the same order as presented below, excluding Cost, Contract Exceptions, and/or RFP requirement exceptions, which are to be attached separately (if applicable).
- Ensure the content of each evaluation criterion addresses the requested information in the same order as presented below.

Failure to follow these guidelines may result in points being deducted from your overall evaluated score or the proposal being deemed non-responsive if it fails to address the requested criteria.

Select one of the following:-

- ☐ a. Proposal is attached and follows the guidelines listed. *(Response attachments are required)*
- ☐ b. Proposal is NOT attached and the offeror is non-responsive.

*2.

Cost (20 points)

- Complete your pricing information on Exhibit A – Cost Spreadsheet. Follow all instructions provided on the spreadsheet.
 - Unless otherwise specified on Exhibit A – Cost Spreadsheet:
 - All costs/prices provided in response to this solicitation are to be inclusive of all shipping charges (FOB dock)
 - Pricing must be firm for the life of the contract term.
 - All prices submitted must be free of all federal, state and local taxes unless otherwise imposed by a government body and applicable to the materials on this RFP.
 - Points will be awarded on a prorated basis, with the lowest cost receiving the most points.

For services or goods that are applicable throughout the district, unless explicitly stated otherwise in the final contract, Offeror is not guaranteed any specific quantity of purchase during the contract term. Pricing provided in response to this RFP will apply to any incremental quantity purchased, except in the case that responder quotes pricing in a quantity-price type of matrix/table.

Select one of the following:-

- ☐ a. Exhibit A is attached and follows the guidelines listed. *(Response attachments are required)*
☐ b. Exhibit A is NOT attached and the offeror is non-responsive.

3.

Proposed Approach (20 points)

- Provide a detailed narrative of your firm's proposed approach and timeline to successfully deliver the requested goods/services. This section should include:
 - **Firm's Philosophy:** Explain your firm's underlying philosophy in providing the requested goods/services. Detail your understanding of the contract scope and the desired deliverables.
 - Performance Indicators:
 - Explain your proposed solution, including how it meets all required system features and functionality outlined in the scope, and identify any additional value-added features or services not specifically requested.
 - Detail your deployment strategy, including implementation phases, beta testing approach, timeline, and transition from the existing system.
 - Detail your proposed training plan for all user groups, including available formats (e.g., on-site, virtual, train-the-trainer) and ongoing training support.
 - Specify your support plan, including how support requests are initiated, who may initiate them, available support channels, escalation procedures, and days/hours of availability.
 - Describe any client-facing tools available for support tracking, such as online work order or ticketing systems, and explain how issues are monitored and resolved.
 - Describe your quality assurance processes used to ensure system performance, reliability, and successful delivery of contract requirements.
 - Outline your evaluation and performance monitoring plan, including how MNPS can measure effectiveness, system usage, and operational success.
 - Identify potential risks associated with implementation and ongoing service delivery, and explain your strategies for mitigating those risks.
 - Provide a copy of your Service Level Agreement (SLA) and summarize key performance standards, response times, and service

commitments.

- **Communication Plan: Describe your plan to maintain a communication interface with MNPS.**
- **Risk Management:** Identify potential risks associated with the execution of this contract and how your firm proposes to mitigate those risks.

4.

Qualifications and Experience (25 points)

- Provide documentation of your firm's qualifications to achieve the required outcomes, including your ability, skill, financial strength, and number of years of experience in providing the required services. This should include:
 - All necessary licensing and certification relevant to the requested scope of services, if applicable.
 - Please state the number of similarly sized or larger K-12 clients (50,000 plus students) currently utilizing the services you propose, as well as the percentage of your overall customer base that consists of K-12 institutions.
 - A list of your firm's key individuals who will be involved in providing the services defined within the scope of work. Explain how the specialized knowledge and experience of these individuals will be utilized. Include a resume for each key individual that demonstrates their qualifications. Resumes should not exceed two (2) pages in length.

5.

Past Performance and References (35 points)

- Provide two to five client references for similar projects in size and scope successfully completed by your firm within the last five years.
 - Information provided for each client shall include the following:
 - Client name, address, email, and current telephone number
 - Brief description of the project and services provided
 - Time period of the project or contract
 - Explanation of any significant variances to the project plan (cost, schedule, etc.)
- MNPS may also consider other sources of pertinent past performance information, including the district's own experience with the Offeror.

Failure to provide complete and accurate client information, as specified here, may result in the

disqualification of your proposal and will be reflected in the scoring.

***6. Solicitation Acceptance**

The Offeror must acknowledge and accept the final version of this solicitation, including any amendments. In the event an amendment is issued, acceptance of the final amendment is required. While the iSupplier system will notify Offerors of any published amendments, it is strongly recommended that Offerors regularly monitor the solicitation for updates. If a proposal is submitted before an amendment is issued, the Offeror is required to resubmit the proposal in response to the amendment to ensure compliance and avoid a determination of non-responsiveness. This requirement applies regardless of whether the amendment affects the Offeror's original submission.

Any exceptions to the solicitation must be submitted via the online discussion feature by the deadline for inquiries. Exceptions submitted after the inquiry deadline may result in the proposal being deemed non-responsive.

Select one of the following:-

- ☐ a. Yes, we confirm
☐ b. No, and may be deemed non-responsive.

***7.**

Exceptions to MNPS Master Contract Terms

Responses to this criterion may affect other evaluated criteria.

Indicate your acceptance without exception to the attached contract.

OR

Indicate any exceptions to the MNPS Master Contract Terms by providing redlines in the Word document and attaching it in Word format as a separate attachment within your proposal response. Exceptions should be made while using the Track Changes feature in Word.

If no exceptions are stated in this section, they will not be granted after the contract is awarded. Exceptions taken after the award may result in the withdrawal of the intent to award and the Offeror's firm may be suspended from upcoming solicitations.

If any exceptions to the Contract are taken, the evaluation scores will reflect MNPS's assessment of those exceptions. MNPS reserves the right to reject a proposal as non-responsive if, at its sole discretion, the proposed changes to the Contract are deemed excessive or unacceptable.

Select one of the following:-

- ☐ a. Accept without Exception.

☐ b. Exceptions taken and are attached.*(Response attachments are required)*

