

Reid, Nicole R

From: Edwards, Kevin N
Sent: Friday, January 8, 2021 12:29 PM
To: isamuel@mmc.edu;pjohnson@mmc.edu
Cc: Clay, Hank R;Roberge, Melissa (Legal);Gossage, Jeff L
Subject: RE: MNPS agreement 7505527
Attachments: Meharry Medical College 7505527.docx

Ivanetta and Patrick,

Please see the drafted MNPS contract 7505527 with MMC for your review. Specifically, could you please review and respond to the following items:

- Review the Header section in the contract to confirm if the company name and address is listed properly and note that Sections 4.2, 4.3, and 4.4 require information to be filled in by you. After filling out that information, please review the entire contract to confirm acceptance of how the language is presented.
- I'm looking to incorporate a detailed scope of work/proposal as Exhibit A to the contract. I would anticipate this proposal would include pricing information that is referenced in Section 2.2 of the contract.
- Provide a Certificate of Insurance that meets the requirements as laid out in Section 3 of the contract. Make sure your COI has the following:
 - Certificate Holder states: Metropolitan Nashville Public Schools, 2601 Bransford Avenue, Nashville, TN 37204
 - Metropolitan Nashville Public Schools is listed as an additional insured to the General Liability policy
- MNPS will send the finalized version of the contract through DocuSign for electronic signatures. This will require two pieces of information: (1) the name of the person who will sign the contract on your company's behalf and (2) the email address to send the contract to for signing. Please email me those two pieces of information so that I can setup the electronic signature process.

Once I have all of the requested information, I will get this contract routed for signatures. Let me know if you have any questions or concerns.

Thanks,

Kevin Edwards
Contract Manager
Metropolitan Nashville Public Schools
2601 Bransford Ave., Nashville, TN 37204
ph. 615-259-8548 | e-mail Kevin.Edwards@mnps.org
Procurement Resources
Contract Request Form

-----Original Message-----

From: Clay, Hank R <Hank.Clay@mnps.org>
Sent: Monday, January 4, 2021 5:43 PM
To: Davis-Samuels, Ivanetta <isamuel@mmc.edu>
Cc: Roberge, Melissa (Legal) <melissa.roberge@nashville.gov>; Gossage, Jeff L <Jeff.Gossage@mnps.org>
Subject: RE: MNPS agreement

Happy New year!

Yes, Melissa Roberge from Metro Legal is. She's copied here as well as Jeff Gossage.

Hank

Hank Clay
Chief of Staff
Metro Nashville Public Schools
hank.clay@mnps.org | c. (615) 496.7155

-----Original Message-----

From: Davis-Samuels, Ivanetta <isamuel@mmc.edu>
Sent: Monday, January 4, 2021 3:43 PM
To: Clay, Hank R <Hank.Clay@mnps.org>
Subject: MNPS agreement

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Hello & Happy New Year,

I wanted to touch base in follow up to Patrick's request that we draft an agreement to memorialize the engagement with MNPS.

Patrick mentioned that this agreement may be treated similarly to the one executed for the operation of the COVID testing sites, as an emergency agreement —given the urgency of the need for service.

That was done through the Finance Department in coordination with legal and relevant departments.

Is there an attorney with Metro legal working with you on it ?

I know there is the typical Metro template that could be used as a starting point —which usually expedites the process.

Please advise.

Thanks,
Ivanetta