



Small Business Development Division Project Worksheet

Project/Contract Title: PROFESSIONAL SERVICES FOR ELECTRONIC CONTENT MANAGEMENT SYSTEM
Project/Contract No: RQET1400016
Department: INTERNAL SERVICES DEPARTMENT
Estimated Cost of Project/Bid: \$500,000.00
Description of Project/Bid: The Information Technology Department is requesting to solicit a competitive Invitation to Bid to procure professional services for the existing Electronic Content Management System.

Received Date: 09/11/2014
Funding Source: INTERNAL SERVICES
Resubmittal Date(s):

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE	

Reasons for Recommendation
BID PREFERENCE This project meets all the criteria set forth in I.O. # 3-41. The thirty-four (34) SBE firms certified in the required Commodity Code were polled (with the scope of services and related requirements); one responded in the affirmative. (An additional phone poll was conducted; still to no avail). Commodity Code: 91829-Computer Software Consulting

Small Business Contract Measure Recommendation				
<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
				Total

Living Wages: YES NO

Responsible Wages: YES NO

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.

REVIEW RECOMMENDATION		
Tier 1 Set Aside _____	Tier 2 Set Aside _____	
Set Aside _____	Level 1 _____	Level 2 _____ Level 3 _____
Trade Set Aside (MCC) _____	Goal _____	Bid Preference _____
No Measure _____	Deferred _____	Selection Factor _____
CWP _____	 SBD Director	9/25/14 Date