**Small Business Development Division**

**Project Worksheet**

**Project/Contract Title:** CONTRACT EMPLOYEE SERVICES  
**Project/Contract No:** 9432-4/16-4  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** $24,688,970.00  
**Description of Project/Bid:** The purpose of this solicitation is to establish a contract for the purchase of contract employment services in conjunction with the County's needs on an as needed when needed basis.

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### Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Preference</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

### Reasons for Recommendation

An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 and the Verification to Bid process indicates a SBE-GS Bid Preference is appropriate for this project.

Verifications of Availability to Bid Letters were sent to the thirty-six (36) firms certified in the required Commodity Code. Two (2) of them responded as being able to meet the project's requirements and seven (7) could not meet or provide the service(s).

Commodity Code: 964-Personnel, Temporary (Employment Agency Services)

### Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade Cat</th>
<th>Estimated Value to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total**

- **Living Wages:** YES X NO
- **Responsible Wages:** YES NO

**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**

[Signature]  
**SMB Director**  
**Date:** 4/25/16