Small Business Development Division
Project Worksheet

Project/Contract Title: MEDIA AND PUBLIC RELATIONS SERVICES
Project/Contract No: BW9224-0/18
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: $100,000.00
Description of Project/Bid: Bid waiver purchase of Media and Public Relations Services for the department of Cultural Affairs

Received Date: 09/05/2017
Funding Source: PROPRIETARY FUNDS
Resubmittal Date(s):

Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Measure</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for Recommendation
An analysis of implementing Order 3-41, as well as, an analysis of the factors contained in the project package indicates a No Measure is appropriate as this is a Bid Waiver contract with the proposed vendors being Matrix 2 and Arts marketing Network.

There are seventeen (17) certified SBE firms in the selected commodity code.

Commodity Code: 91503-Advertising/Public Relations (Incl. Skywriting)

Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising/Public Relations (Incl. Skywriting)</td>
<td>SBE/GS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Living Wages: YES [ ] NO [X]
Responsible Wages: YES [ ] NO [X]

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
Set Aside [ ] Level 1 [ ]
Trade Set Aside (MCC) [ ]
No Measure [ ]
CWP [ ]

Tier 2 Set Aside
Level 2 [ ] Level 3 [ ]
Goal [ ] Bid Preference [ ]
Deferred [ ] Selection Factor [ ]

SBD Director [Signature] 9-6-17
Date [ ]

[Stamp]