**Small Business Development Division**  
*Project Worksheet*

**Project/Contract Title:** SPATIAL ANALYSIS SOFTWARE SERVICES  
**Project/Contract No:** PA-1217A-3  
**Department:** VARIOUS  
**Estimated Cost of Project/Bid:** $165,000.00  
**Description of Project/Bid:** The objective of this solicitation is to establish a contract with a qualified vendor that can provide a spatial analysis software tool(s) and professional services to facilitate data analysis and cleanup to support the PA business duties.

**Received Date:** 12/20/2017  
**Funding Source:** GENERAL FUNDS  
**Resubmittal Date(s):**

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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>Selection Factor</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

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### Reasons for Recommendation

Issuing/User Department: Office of the Property Appraiser - An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 indicates a Section Factor is appropriate for this contract as it is a Request for Proposal. Letters of Availability to Bid were sent out to the firms certified in the applicable commodity codes however, no firm responded as being available to meet the project's requirements. There are five (5) certified SBE firms in the applicable commodity codes.


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### 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>
</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 funds. 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.*

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**REVIEW RECOMMENDATION**

<table>
<thead>
<tr>
<th>Tier 1 Set Aside</th>
<th>Tier 2 Set Aside</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Aside</td>
<td>Level 1</td>
</tr>
<tr>
<td>Trade Set Aside (MCC)</td>
<td>Level 2</td>
</tr>
<tr>
<td>No Measure</td>
<td>Deferred</td>
</tr>
<tr>
<td>CWP</td>
<td>[Signature] SBD Director</td>
</tr>
</tbody>
</table>

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*DBDR0600 v.20160628*